

# USD 358 District Student Handbooks

**2023-2024**

**Home of the Wildcats**



*(BOE approved July 2023)*

# Oxford USD #358 School Year 2023-2024

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<b>JULY 2023</b>						
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Conferences are 4pm-8pm on Tuesday and 8am-8pm on Thursdays (Both Fall and Spring)

**Board Approved April 10, 2023**

	District Enrollment 8am-8pm				
	Orientation Day for New students, 7th, 9th, PK, Kinder only				
	Start of The Semester				
	Late Start School starts at 9:00 a.m.				
	Professional Development No School				
	Teacher Workday No School				
	Vacation/Holiday No School				
	Parent Teacher Conferences				
	Last Day of the Semester				
	Graduation Class of 2024 2pm				

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## **District Policies**

### **Contact Information**

#### Phone Numbers:

Oxford Elementary: 620-455-2422  
Oxford Junior/Senior High School: 620-455-2410  
USD 358 District Office: 620-455-2227  
Oxford Online Virtual School: 620-455-2410  
Special Education Office 619: 620-326-8937  
Sumner Academy: 620-326-8937

#### Fax Numbers:

Elementary: 620-455-3842  
OJHS: 620-455-3680  
District Office: 620-455-3680

### **Out of District Enrollment**

Students living within the Oxford school district may enroll upon verification of residency. Students who wish to attend USD 358 living outside of the district boundaries may complete an out of district enrollment form and upon administrative approval may enroll. Out of district students will be approved based on attendance, academic progress, behavior, and room in the assigned grade level. Once accepted as an out of district student, if the student fails to meet the criteria for attending USD 358, the student must return to the district of residence.

### **Enrollment Policy and Fees 23-23**

#### ***Oxford Elementary/ Oxford Jr. Sr. High Curriculum & Instruction Fees***

Pre-School	\$40.00
Kindergarten through 6 <sup>th</sup> grade	\$40.00
7 <sup>th</sup> through 12 <sup>th</sup> grades	\$85.00

#### ***Oxford Online Virtual School Fees***

Digital Curriculum Access Fee	\$85.00
Activity, Tutoring, Technology Support Fee	\$25.00

Fees may be paid on enrollment day or during the first week of school. Payment of all fees will be collected through the Jr/Sr High School administrative offices.

#### ***Withdrawal from School***

The enrolling parent/guardian must notify the school of the intent to withdraw along with the information about the new school of attendance. In order to withdraw from school, the student must obtain a withdrawal form from the office. The withdrawal form is to be taken to each teacher and librarian for a signature and then returned to the office for the principal's approval. The principal may require a parent visitation prior to making a decision as to approval/disapproval.

## **Meal Rates 23-24**

	<b>Breakfast</b>	<b>Lunch</b>
K -4	\$2.60	\$3.00
5- 12	\$2.60	\$3.30
Adult Employees	\$3.20	\$4.90
Visitors	\$3.20	\$4.90

### **MILK**

Carton	\$0.60
10-day ticket	\$6.00
Semester	\$48.00

## **Meal Policies**

USD 358 provides breakfast and lunch daily. Breakfast service begins at 7:30am.

### ***Meal Payment***

Money may be deposited into the individual student's account through the office or online. This will need to be taken care of before school begins in the morning

### ***Notice of Low Balance***

When a student's balance gets low, notices will be given to the student, emailed, and/or mailed. Balances can be checked through the student online management account.

### ***Negative Balances and Meal Charging (BOE Policy Approved 5/2017)***

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$20.

Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received.

Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit.

Payments for school meals may be made at the school or district office, or online. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for

enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

### ***Closed Lunch***

The lunch period is a closed lunch period requiring members of the student body to remain on the school grounds during the lunch period. The usage of private automobiles or motorcycles by students is prohibited during the school day. This includes the lunch period. During the lunch period students are not to be in the parking lot.

## **Emergency Safety Intervention**

The Board of Education of USD #358 and its employees are committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. Oxford Public School employees are encouraged to utilize other behavior management tools, including prevention techniques, de-escalation techniques, and positive behavior intervention strategies. USD #358 policies and procedures conform to the definitions and requirements of the Kansas Emergency Safety Interventions Law-Kansas Statutes Annotated; including that seclusion and physical restraint shall be used only when student conduct meets the definition of necessitating an emergency safety intervention. Kansas State Board of Education Law, regulations, and policy on ESI can be located on the district website: <http://www.usd358.com/parents/> (Click on Documents tab and when the tab opens click on Emergency Safety Intervention Policy link located on left.)

## **Fire and Tornado Drills**

Each teacher will post in his or her area a fire and tornado drill procedure. Fire drills will be once a month. Tornado drills will be practiced three times each year. Students setting off the fire alarm without cause will be reported to police and will be subject to suspension and/or expulsion from school.

## **Bus Regulations, Behavior, and Discipline**

If a student violates one or more of the bus rules the bus driver will document the violation using the “Bus Conduct Report” that is sent to the parent. If a second offense occurs, a “Bus Conduct report” will be given to the student to take home to be signed by their parent or guardian and the driver will call the parent to report the student’s misbehavior. A copy of the “Bus Conduct Report” shall be given to the building principal. If a third offense occurs, the principal will be notified immediately for disciplinary action, which may include suspension of bus riding privileges for an indefinite period of time.

1. The bus driver is responsible for the safety of the students on the bus:
  - a. Students shall be seated at all times when the bus is moving.
  - b. The driver is in charge of students and the bus. Students must obey the driver promptly and cheerfully.
  - c. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy and if the student is not riding the bus, contact the bus driver immediately.
  - d. Students should not stand in the roadway while waiting for the bus.
  - e. Glass containers and animals are prohibited.
  - f. Students shall not extend any part of their body out of a bus window.
  - g. Classroom conduct is to be observed by students riding the bus; board and building discipline policies apply to bus riders.
  - h. Students must not attempt to get on or off a bus or move about the bus while it is moving.
  - i. When a student causes damage to a bus or school vehicle, the student and his/her parent(s) are responsible for reimbursing the school district for repairing the damage.



- j. The driver is in charge of all passengers while they are riding, loading on, or unloading from the bus. Students riding the bus will follow the bus driver's instructions.
  - k. Bus drivers may assign a student a seat.
  - l. Passengers are not to distract or conduct unnecessary conversations with the driver. The driver may require silence from bus passengers when they are driving in adverse driving conditions, such as snow or ice.
  - m. Students should not throw anything out of the bus or inside a bus.
  - n. Students shall not tamper with the controls or equipment on the bus.
2. Students board and leave the bus at their home and the school. Any exceptions to this must be requested in writing or telephone by the parent to the bus driver. Students do not ride a bus other than the bus they have been assigned to ride. Any exceptions to this must be requested in writing or telephone by the parent or guardian to the principal, driver, or superintendent. A student who does not normally ride the school bus must have permission from the building principal to ride the bus.
  3. Bus drivers shall call the parent or guardian and report any misconduct of their child or failure to follow the direction of the bus driver or willful disrespect of district or building discipline policies.
  4. All cases of unacceptable behavior are to be reported by the bus driver to the building principal. Serious infractions of discipline policies will be reported immediately to the building principal.
  5. A student may have his/her bus riding privileges suspended for serious or repeated violations of bus policy by the building principal or superintendent.
  6. The bus policy applies to all regular bus routes and extracurricular bus and vehicle trips.
  7. Any student making an extracurricular trip sponsored by the school district will be required to use transportation provided by the district. Exceptions to this rule shall be made only at the request of the parent (request must be made in person and in writing) and with approval of the coach/sponsor and administrator. Students are prohibited from driving personal vehicles to participate in district-sponsored activities held during the school day.

### **Bus Students Change of Arrangements After School**

If there is a change in the after-school destination of a bus student, the parent needs to let the school office know of such prior to 3:00 pm. If possible, please make all plans concerning after school activities before coming to school. **Any guest riding the bus must have a parent note to be transported.**

#### ***Changes in Residence, Telephone, or Custody***

Please notify the school office immediately when a change of residence and/or custody occurs. Also, notify the school office immediately when the home or work telephone numbers change. It is also important to notify the school when the name and telephone number of an emergency contact person change.

## **Conduct Policies for Student Behavior**

### **Students in Good Standing**

A student in good standing must meet the following requirements:

- must not be under any disciplinary sanctions (ISS, OSS, unserved detention time.)
- character or conduct bringing discredit to the school or to the student is not in good standing, and is ineligible for a period of time as specified by the principal.
- A student who uses any form of tobacco, Electronic Nicotine Delivery System (\*ENDS) devices, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.
- must not have any unsatisfied financial obligations to USD 358 or its organizations to attend prom, graduation or the senior trip.
  - meet the attendance rules (see the attendance section.)

Students who are not in good standing may not be allowed to attend school-sponsored activities. This includes, but is not limited to: home/away games, class field trips, school dances, Prom, graduation, senior trip, etc.

### **Bullying/Harassment**

The Oxford Board of Education prohibits acts of harassment or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and school's ability to educate its students in a safe environment. Demonstration of appropriate behavior is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

#### ***Definition of Bullying:***

A. Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- (a) Harming a student or staff member, whether physically or mentally
- (b) damaging a student's or staff member's property
- (c) placing a student or staff member in reasonable fear of harm to the student or staff member; or
- (d) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or

B. Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to the section or subsection (c) of K.S.A. 72-1138 and amendments thereto.

#### ***Examples of Harassment and/or Bullying:***

- ☐ Physical pushing, kicking, hitting, punching or any use of violence
- ☐ Racist taunts, graffiti, gestures
- ☐ Sexual unwanted physical contact or sexually abusive comments
- ☐ Verbal name-calling, spreading rumors
- ☐ Electronically transmitted acts, such as e-mail and internet chat room misuse
- ☐ Mobile threats by text messaging & calls
- ☐ Misuse of associated technology such as camera and video facilities

“Bullying” is conduct that meets all of the following criteria:

- ☐ is directed at one or more pupils;
- ☐ substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- ☐ adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- ☐ is based on a pupil's actual or distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The Oxford Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors. The Oxford Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline. Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The Oxford Board of Education requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

***Factors for Determining Consequences***

- ☐ Age, development, and maturity levels of the parties involved
- ☐ Degree of harm
- ☐ Surrounding circumstances
- ☐ Nature and severity of the behavior(s)
- ☐ Incidences of past or continuing pattern(s) of behavior
- ☐ Relationship between the parties involved
- ☐ Context in which the alleged incident(s) occurred

***Factors for Determining Remedial Measures***

***Environmental***

- ☐ School culture
- ☐ School climate
- ☐ Student-staff relationships and staff behavior toward student
- ☐ General staff management of classrooms or other educational environments
- ☐ Staff ability to prevent and de-escalate difficult or inflammatory situations
- ☐ Social-emotional and behavioral supports
- ☐ Social relationships
- ☐ Community activities
- ☐ Neighborhood culture
- ☐ Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying may range from positive behavioral interventions up to and including

suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Board Policy Manual. Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board of Education's approved code of conduct. Remedial measures shall be designed to: *correct the problem behavior; prevent another occurrence of the behavior; and protect the target (victim) of the act.* The consequences and remedial measures may include, but are not limited to, the examples below:

***Examples of Consequences – up to and including:***

- ☐ Admonishment
- ☐ Temporary removal from the classroom
- ☐ Loss of privileges
- ☐ Classroom or administrative detention
- ☐ Referral to disciplinarian
- ☐ In-school suspension during the school week for students
- ☐ Out-of-school suspension
- ☐ Legal action
- ☐ Expulsion or termination

***Examples of Remedial Measures***

***Personal***

- ☐ Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- ☐ Restitution and restoration
- ☐ Transformative conferencing/restorative justice
- ☐ Peer support group
- ☐ Corrective instruction or other relevant learning or service experience
- ☐ Supportive discipline to increase accountability for the bullying offense
- ☐ Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- ☐ Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate

The Oxford Board of Education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and negotiated agreement.

***Outcomes (with reconciliation of pupils being the goal)***

1. Call parents
2. The bully (bullies) may be asked to genuinely apologize.
3. Repeated offenders may have consequences such as meeting with the principal and/or counselor, participating in peer mediation, or participating in small group or individual counseling.
4. In serious cases, ISS or OSS will be considered.

5. After the incident(s) have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

The Oxford Board of Education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or in a school vehicle. The chief school administrator shall develop an annual process for discussing the school district policy on bullying with students and staff. The school district shall incorporate information regarding the policy against or bullying into student and staff handbooks, the board policy manual and on the school's website.

### **Closed Campus**

Our school operates on a "Closed Campus" policy. Students are not allowed to leave campus during the inclusive hours of the school days, unless the student has permission from the office and the parent and the student checks out through the office.

### **Computer Hacking**

Computer hacking is the theft or abuse of school files (computer and electronic equipment). Examples are, but not limited to:

- Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computer facilities or other communication devices to interfere with the work of another student, faculty member, or school office staff.
- Use of computing facilities or other communications equipment to send obscene or abusive messages.
- Use of computing facilities to interfere with the normal operation of the school computing system.

\*Any violation of the above can be punishable with loss of computer and/or Internet privileges, and up to long-term suspension or expulsion from school.

\*See Appendix for specifics of computer crime and definitions.

### **Crime Stoppers**

The Crime Stopper Program is designed to give students an opportunity to report illegal or inappropriate events to the administration in an anonymous manner. These events may include, but are not limited to fights, weapons, drugs, alcohol, theft, vandalism, and tobacco. **To report a crime, contact the counselor.** The student will remain anonymous and may be eligible for a cash reward. Specifics on how to leave an anonymous message will be posted. You can also anonymously call the Kansas Highway Patrol "Safety Hotline" if you have information in regards to student safety. The number is 1-877-626-8203

### **Drugs, Alcohol, and Tobacco**

The promotion, possession or use of tobacco products, drugs, or alcohol, is prohibited in any district facility, in school vehicles, at school-sponsored activities, programs, or events, and in school owned or operated property.

Drug Canine Searches- To ensure student safety and the total absence of drugs at school, a canine Drug Unit may be used on occasion for random searches on school property. This includes cars in the parking lot. (See BOE Policies JCAB, JCABB, JCDA and JDDA.)

**Regarding the possession or use of tobacco/tobacco products, paraphernalia/electronic nicotine devices, drugs or alcohol, and/or being under the influence of drugs or alcohol,**

**and/or the possession of drug paraphernalia:**

1. Parents and law enforcement will be contacted.
2. 1<sup>st</sup> Offense- Tobacco violation (1 day of ISS), Drugs/Alcohol violations 5 to 10 days OSS. And must complete 5 Hours of community service by a deadline set by administration.
3. 2<sup>nd</sup> Offense (in a school year)- Tobacco violation 3 days OSS. Drug/Alcohol will result in the student being subject to a long-term suspension or expulsion hearing. 10 hours of community service must be completed by a deadline set by administration.

**Regarding the sale or transfer of drugs and/or alcohol:**

1. Police and parents will be contacted.
2. The student will be suspended out of school for five to ten days, and the student will be subject to a formal long-term suspension or expulsion hearing.

**Drug, Alcohol, Tobacco Policy Pertaining to Activities**

This policy pertains to students at Oxford Jr/Sr High School involved in the following activities: basketball, baseball, cheerleading, cross country, football, softball, track, volleyball, yearbook, band, student council, choir, math relays, National Honor Society, scholar's bowl, forensics, FCA, FFA, KAY, drama, \*others designated by the administration

The purpose of this policy is to promote the student's physical and mental well-being and a lifetime of healthy living by discouraging the use of alcohol, drugs, and tobacco products. USD 358 and Oxford Jr/Sr High School believes that the use of "prohibited" substances decreases long-term athletic performance, decreases overall academic performance, and increases the chance for personal injury. Such usage reduces the chance for a student to reach his/her full potential. The students' usage of these substances also reflects negatively on all of the student's teammates, the overall school, the coaches, and the entire Oxford and Geuda Springs communities.

The use, possession, and/or sale of alcohol, drugs, drug paraphernalia, or tobacco products/paraphernalia by an activity participant or athlete at Oxford Jr/Sr High School are prohibited on and/or off of school property. In enforcing this policy, administration, coaches, and/or sponsors will conduct a diligent investigation and give special credence to: Admission statement of the accused, specific witness evidence by a faculty member, coach/sponsor, administrator, or law enforcement, and/or a police report.

Individual coaches/sponsors may implement consequences that exceed the stringency of the school's policy. The coach/sponsor needs to communicate these higher standards to the participants at the start of the extracurricular season. The Activities Director, coaches, and sponsors will provide student/parent contracts to be completed prior to the season regarding their guidelines. ~~SEP~~ This policy goes into effect beginning with the first day of practice for each student. The policy is no longer in effect after the last day of the student's participation in an extra-curricular activity or the last day of the school year whichever occurs last. This policy will be enforced in the following manner:

**1<sup>st</sup> Offense:** - The following interventions will be imposed.

1. Meeting with the school counselor
2. Meeting with Parent/Administration/Counselor/Coach/ Sponsor for each activity in
3. One date suspension of the game/match/event for every activity the student is currently

participating.

In events that involve co-curricular grades the student will be given an alternate assignment to be graded on. The student will be ineligible from the next contest or activity at the highest level the student participates. All events leading up to this event will be included in the ineligibility period. Students will be allowed to practice during this time. (1 date means all competitions for that sport or activity for the ineligibility date so if more than one contest is scheduled on a specific date, the student would be ineligible for all contests.)

## **2<sup>nd</sup> Offense:**

1. Drug assessment – It is recommended that guardians seek a drug and alcohol assessment to assess the level of use and interventions outside of school that may be needed or considered.
2. Ineligible for six-week period or remainder of season (whichever is greater) from all activities

## **3rd Offense:**

1. Student will be ineligible from all activities for the remainder of the year and the student will be required to complete 20 hours of community service before their eligibility resumes (to be enforced by counselor and/or administration).

## **Suspension (ISS, OSS, Long-Term Suspension and Expulsion)**

### **Out-of-School Suspension (OSS):**

- A student may be short term, out of school suspended from one to ten days
- Homework is due on the day that the student is scheduled to return to school from the out-of-school suspension. Full credit can be earned, if the work is submitted on time.
- Once a student has been out of school suspended three different times during the school year, or an offense is deemed an extreme violation, the administration has the discretion to recommend an extended term suspension (not to exceed 90 days) or expulsion from school (not to exceed 186 school days)

### **In-School Suspension (ISS):**

- Homework is due on the day that the student is scheduled to return to regular classes. Full credit can be earned, if the work is submitted on time.
- While assigned to ISS the student must remain on task the entire time. Refusal to comply with the ISS rules and/or refusal to do as directed by the supervising monitor will result in the student being out of school suspended for a period of one to five school days.
- Will begin at the beginning of the school day and end at the end of the school day.
- Will be monitored by the principal or other certified staff.
- If students do not maintain sufficient behavior, they will receive additional ISS days. A point system will be used.
- Students may not participate in/or attend inter-school activities or after school programs.

### **Extended Term Suspension or Expulsion**

- A student can be suspended from school for a period of more than ten school days, but not more than 186 school days. A formal hearing must be held before a student can be suspended or expelled. This hearing must be in compliance with Kansas Statute 72-6116. Prior to said hearing, the student and family will be provided with a copy of this statute. School districts are allowed to honor each other's suspensions or expulsions.

Examples of misconduct that can result in a student's long-term suspension or expulsion, but not limited to, are: theft, harassment, terrorist threat, gross disrespect, fighting, vandalism, extortion,

computer hacking, drug and alcohol possession-sale-use, false fire alarm, pyrotechnics, weapon or look alike weapon, or repeated violation of school rules.

## **Sportsmanship**

Oxford Public Schools and the Kansas State High School Activities Association stress sportsmanship and good citizenship. Good sportsmanship is resisting any negative behavior that tends to influence the outcome of a contest. Sportsmanship is conduct that imposes self-control involving honest rivalry, courteous relations and graceful acceptance of results. Positive school and community spirit is a reflection of these attitudes and behavior. We urge students, participants, and guests to keep the purpose of athletics in perspective. Cheer for your team, not against opponents or officials. Students are expected to abide by Rule 52 as stated in the KSHSAA handbook. Please keep the following fundamentals of sportsmanship in mind when you are representing Oxford Public Schools at all contests home and away.

1. Gain an understanding and appreciation for the rules of the contest.
2. Exercise representative behavior at all times.
3. Recognize and appreciate skilled performance, regardless of affiliation.
4. Exhibit respect for officials, coaches, and players.
5. Display openly a respect for the opponent at all times.
6. Display pride in your actions at every opportunity.
7. Yell with the cheerleaders and pep club, not at or against them.
8. Never "BOO" regardless of the situation.
9. Show respect for the flag by standing, removing your hat and remain at attention until the end of the anthem.

## **Vandalism**

Any student who commits vandalism by destroying or defacing school property or private property will be subject to suspension or expulsion from school. Police authorities may be contacted. Before readmission to school, the student must reimburse or make concrete arrangements to reimburse the school or private property owner for the damages.

## **Weapons Policy**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon in the school, on school property, or at a school activity sponsored event. This policy shall include any weapons, any item being used as a weapon or destructive device, or any facsimile (copy) of a weapon.

### **Weapons and Destructive Devices**

As used in this policy, the term "weapon" and or destructive device shall include, but shall not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either described in the 2 immediately preceding examples, and from which a destructive device may be readily assembled;
- Any bludgeon, sand club, metal knuckles, or throwing star;



- Any knife, commonly referred to as a switch blade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by outward, downward, or centrifugal thrust or movement.
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in a suspension or expulsion. The superintendent or the superintendent designee shall conduct an expulsion hearing for possession of a weapon.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to appropriate law enforcement agency (ies) and if a juvenile to SRS or the commissioner of Juvenile Justice. Possession of a firearm shall result in expulsion from school for a period of one year, 186 days school days, except that the superintendent may recommend that this expulsion be modified on a case-by-case basis.

As used in this policy, the term “firearm” means any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer, or any destructive device. As used in this policy, the term “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other device similar to any of these devices.

Any student over the age of thirteen that is extended term suspended or expelled for weapons, drugs, or behavior that could injure others will have their driver license suspended for one year. The school shall notify the Division of Motor Vehicles of suspension or expulsion.

#### ***Wheeled Devices***

Wheeled devices such as skateboards, wheeled shoes, etc. are not allowed. The use presents a potential danger to users and other people. **They will be confiscated.** Discipline consequences may be levied, dependent on the circumstances.

#### **Counseling**

The counselor is interested and concerned about the total welfare, educational progress and future goals of all students. She can provide help with self-awareness, personal relationships, problem solving, educational planning, coping skills, and understanding self. Students who want to talk to the counselor should make an appointment. Parents wishing to visit the counselor are welcome to call the counselor.

#### **Special Education**

The Oxford School District is a member of Sumner County Educational Services Interlocal, District #619. Placement in the programs offered by the Interlocal is accomplished through a screening process. See the counselor or principal for further information regarding these programs.

#### **Heath and Student Wellness Illness**

1. It is important for the student to feel well and attend school each day to obtain the most out of

the educational experience. Each student should eat breakfast and get plenty of rest. But there are times when the student becomes ill. If the student becomes ill prior to arriving at school, please keep them home. This will allow the student to recover and prevent the spread of illness to other students and staff. Examples:

- Rash or skin infection
- Vomiting
- Diarrhea
- Temperature elevation 100.4 F
- Difficulty breathing

2. Occasionally, a student becomes ill at school. The parent has the option to have the student dismissed from school at any time. However, for the student to be dismissed from school “excused”, there are certain criteria that need to be met:

- Vomiting
- Diarrhea (uncontrollable)
- Fever (100.4 F or above)
- Identification of a potential communicable disease
- Injury – loss of consciousness, possible dislocations/fractures, need for stitches, etc.
- Nursing judgment regarding the situation

If your child is sent home from school due to illness, they should stay home the next day to rest and help prevent a relapse. The student may not return to school until they have been fever free for 24 hours **without** medication.

3. Written permission from a licensed physician, nurse practitioner or physician assistant, is required before a student may return to school for the following:

- Pink eye (until 24 hours after first treatment with prescription/antibiotics)
- Impetigo
- Ringworm (after start of treatment and must have it covered and no contact sports until completely healed)
- Scabies
- Trench mouth
  - Strep throat (excluded for at least 24 hours after treatment is started and fever free for 24 hours without medication)
- Other serious or unusual disease or serious injury

A student will be required to remain out of school the minimum time as recommended by the Kansas State Department of Health (seven days) for the following diseases: chicken pox, measles or mumps. A physician’s note is not required for re-admittance.

For positive COVID-19 exclusions must follow KDHE and local health requirements.

### ***Lice***

If live lice are discovered at school, the parent/guardian will be notified. The parent/guardian will be asked to come and get the student. The student will be admitted back to school after appropriate treatment is started and no live lice are found. The student does not need to be “nit-free” to return to school. Informational letters regarding head lice may be sent home as needed to educate parents on appropriate treatment for head lice. If the parent cannot be reached, the student will be sent home on the bus.

## **Injuries and Insurance**

The school district recommends that families carry accident insurance on their children. The school district may have coverage for injuries incurred at school or during athletic events, but this coverage is a limited secondary policy, and parents, not the school, must pay for the costs that exceed the maximum allowable amount.

The school will provide parents with information about accident insurance that can be purchased by the parent that will provide protection during the school day, and/or athletic endeavors, and/or 24 hours a day during the school year. Literature on this insurance can be found in the administrative offices at the time of enrollment and during the first two months of school.

The school does not have insurance that will cover the loss of student valuables, clothing, money, etc. Students and families are strongly encouraged to not bring valuables to school.

## **Injury Treatment**

Basic first aid for injuries is the only treatment permitted in schools. Each student is to have an emergency treatment authorization form on file, which gives school personnel permission to take the student to a hospital if needed. Parents are responsible for providing the school with a current address and phone numbers where they can be reached in case of illness or emergency.

Parents who do not have medical insurance policies are encouraged to purchase a school injury or accident policy. The school nurse also has information regarding Health Wave medical insurance.

Please notify the teacher and/or office if the student has been ill or injured and needs to not participate in PE or some other physical activity.

## **Accommodations for Injuries or Illness**

If any accommodation needs to be made in the normal school schedule for a student, please notify the school Health Office. Examples include: if the student is wearing a splint, using crutches or a diagnosis of mononucleosis, accommodations may include changes in written classroom work, PE/recess, ambulation in the hallways, extra rest periods, etc.

## **Medications**

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the BOE. Diagnosis and treatment of illness and prescribing medications are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized in the following rules. The Kansas Nurse Practice Act makes it illegal for school nurses to administer prescription medications and treatments that have not been prescribed by a medical person authorized to prescribe medication. The law also prohibits any acts of diagnosis.

In certain circumstances when medication is necessary so the student can remain in school, the school may cooperate with parents in the supervision of medications that the student will use.

Permission forms are required for the administration of prescription, self-administered prescription and over-the-counter medications. These forms can be obtained from the school office, the Health Office or downloaded from the school website. These forms allow the school nurse and designated personnel to legally administer medications to the student.

All prescription medication will be returned to the student to be taken home at the end of the school year. The parent/guardian must pick up any narcotic medication from the school. Any medication left at school will be properly destroyed 10 business days after the last student contact.

day without prior notification to parents.

### ***Medication Administration Rules and Guidelines***

- **For All Medications**

- a. Appropriate form completed and on file in the Health Office.
- b. Medication will be taken to the Health Office or building office immediately upon arrival to school.
- c. Medication shall not be carried with the student unless permission is authorized by the physician, parent and school nurse.
- d. Students may not give or distribute any medications to another person or student. Disciplinary sanctions may include in or out-of-school suspensions as determined by the building principal.
- e. The administration of authorized medication shall be logged by the school nurse or designated personnel and shall be maintained and filed in the Health Office for future reference. The record shall include student identification, date prescribed or authorized by the parent and/or physician, name of medication, time(s) and date(s) administered, and signature of person administering and section for comments.
- f. After medication has been administered, the student shall be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom.
- g. All medication maintained in the school shall be kept in a locked cabinet. Medications shall be inventoried every semester. Expired medication shall be returned to the parent or destroyed.
- h. The student's parent/guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated at enrollment.
- i. All teachers responsible for the student, will be notified that permission to carry medications and self-administration use by the student during school hours has been granted.

- **Prescription Medications**

- a. Completed form signed by the physician and parent.
- b. Plan of care completed by the physician (for asthma, diabetes or anaphylaxis).
- c. Medication provided by the parent/guardian.
- d. All rules/guidelines as outlined in section 1.
- e. The prescription medication **MUST** be in the original container. The medication will be marked with the student's name and kept in the Health Office. If the medication arrives at school in anything other than the original container, the medication **will not** be administered and will be returned home with the student. This is for everyone's safety.
- f. Prescription medications can be filled by the pharmacy in two separate bottles: one for home and one for school. This needs to be requested by the parent/guardian.
- g. All prescription medication will be returned to the student to be taken home at the end of the school year.
- h. Any changes in the type, dose, or time of medication administration, shall be accompanied by parental and/or physician permission and a newly labeled pharmacy container.
- i. The school will not provide any prescription medication.

### ***Self-Administration of Prescription Medications***

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication includes, but is not limited to, a medicine for the treatment of anaphylaxis or asthma listed in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from

a health care provider or written parental authorization on file in the school office for over-the counter medications. Self-administration of medication at a dosage or rate exceeding product label instructions may result in denial of privilege to self-administer medications and/or disciplinary action as appropriate.

As used in this policy health care provider means a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician.

#### Student Eligibility

An eligible student shall meet all the following requirements:

- Have a written statement from the student's health care provider stating the name and purpose of any prescription medication/s or written authorization from the student's parent for use of over-the-counter medication/s;(for asthma, diabetes or anaphylaxis).
- Know the prescribed or recommended dosage;
- Know the time the medication is to be regularly administered;
- Be able to articulate any additional special circumstances under which the medication is to be administered;
- Know the length of time for which the medication is prescribed;

The student shall also demonstrate to the health care provider or the provider's designee, as applicable, and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.

#### Authorization Required

With regard to prescription medications which are not administered on a regular schedule, the student's health care provider shall prepare a written treatment plan for managing the student's condition, such as asthma attacks or anaphylaxis episodes, and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated annually or when medication changes have been made.

#### Employee Immunity

All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-administer has been granted. The school district shall provide written notification to the parent or guardian of a student that the school district and its officers, employees, and agents are not liable for damage, injury, or death resulting directly or indirectly from the self-administration of medication.

#### Waiver of Liability

The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees, or agents incur no liability for damage, injury, or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify, and hold the district and its officers, employees, and

agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy.

*Additional Requirements for Students Prone to Specified Emergencies*

The school district shall require that any back-up medication provided by the student's parent or guardian be kept at the student's school in a location to which the student has immediate access if there is an asthma or anaphylaxis emergency;

The school district shall require that all necessary and pertinent information be kept on file at the student's school in a location easily accessible if there is an asthma or anaphylaxis emergency;

Eligible students shall be allowed to possess and use approved medications at any place where the student is subject to the jurisdiction or supervision of the school district, its officers, employees, or agents;

***Over-The-Counter Medications***

- a. Completed OTC form for each student.
- b. Form signed by the parent/guardian. Over-the-counter medications will be provided during the school day, provided the OTC form is completed by the parent and is currently on file. This OTC policy DOES NOT include athletic areas. Deciding whether any medication is needed is a form of diagnosis and dispensing medication is a form of treatment. This is not allowed according to the Kansas Nurse Practice Act.
- c. All rules/guidelines as outlined in Section 1.

Oxford USD 358, and its officers, employees and agents are not liable for damage, injury or death resulting directly or indirectly from the administration of medication or student self-administration of medication. When practical, this policy shall be shared with local physicians, dentists, and other professionals who have a license to prescribe medications as needed.

**Immunizations**

K.A.R 28-1-20 defines immunizations required for any individual who attends school or early childhood programs (pre-school or child care center) operated by a school.

***NON-COMPLIANCE with the provisions of KSA 72-6261 as amended will result in the child being excluded from school until compliance with the law has occurred. The building principal or designee (often times the school nurse) will notify the parent or guardian in writing of the date the child will be excluded from school***

## 23-24 Immunization Requirements

Division of Public Health  
Curtis State Office Building  
1000 SW Jackson St., Suite 300  
Topeka, KS 66612-1368



Phone: 785-296-1086  
www.kdheks.gov

Janel Stanek, Secretary

Laura Kelly, Governor

### Kansas School Kindergarten Through Grade 12 Immunization Requirements for 2023-2024 School Year

Immunization requirements and recommendations for the 2023-2024 school year are based on the Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC) recommendations. The current recommended and minimum interval immunization schedules may be found on the [CDC webpage](#). The best disease prevention is achieved by adhering to the recommended schedule. However, if a child falls behind, the [catch-up schedule](#) is implemented. To avoid missed opportunities, immunization providers may use a [4-day grace period](#), in most instances, per age and interval between doses. In such cases, these doses may be counted as valid.

[K.S.A. 72 - 6261](#) - Kansas Statutes Related to School Immunizations Requirements and [K.A.R. 28-1-20](#), published July 18, 2019 in the [Kansas Register](#), defines the immunizations required for school and early childhood program attendance.

- **Diphtheria, Tetanus, Pertussis (DTaP/Tdap):** Five doses required. Doses should be given at 2 months, 4 months, 6 months, 15-18 months, and 4-6 years (prior to kindergarten entry). The 4<sup>th</sup> dose may be given as early as 12 months of age, if at least 6 months have elapsed since dose 3. The 5<sup>th</sup> dose is not necessary if the 4<sup>th</sup> dose was administered at age 4 years or older. A dose of [Tdap](#) is required at entry to 7<sup>th</sup> grade (11-12 years).
- **Hepatitis A (Hep A):** Two doses required. Doses should be given at 12 months with a minimum interval of 6 months between the 1<sup>st</sup> and 2<sup>nd</sup> dose.
- **Hepatitis B (Hep B):** Three doses required. Doses should be given at birth, 1-2 months, and 6-18 months. Minimum age for the final dose is 24 weeks.
- **Measles, Mumps, and Rubella (MMR):** Two doses required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). Minimum age is 12 months and interval between doses may be as short as 28 days.
- **Meningococcal-Serogroup A,C,W,Y (MenACWY):** Two doses required. Doses should be given at entry to 7<sup>th</sup> grade (11-12 years) and 11<sup>th</sup> grade (16-18 years). For children 16-18 years, with no previous MenACWY, only one dose is required.
- **Poliomyelitis (IPV/iOPV):** Four doses required. Doses should be given at 2 months, 4 months, 6-18 months, and 4-6 years (prior to kindergarten entry). Three doses are acceptable if 3<sup>rd</sup> dose was given after 4 years of age and at least 6 months have elapsed since dose 2.
- **Varicella (Chickenpox):** Two doses are required. Doses should be given at 12-15 months and 4-6 years (prior to kindergarten entry). The 2<sup>nd</sup> dose may be administered as early as 3 months after the 1<sup>st</sup> dose, however, a dose administered after a 4-week interval is considered valid. No doses are required when student has history of varicella disease documented by a licensed physician.

Legal alternatives to school vaccination requirements are found in [K.S.A. 72-6262](#).

In addition, to the immunizations required for school entry the following vaccines are recommended to protect students:

- **Human Papillomavirus (HPV):** Two doses *recommended* at 11 years of age or three doses if the series is started after 15 years.
- **Influenza:** Annual vaccination *recommended* for all ages  $\geq 6$  months of age. Number of doses is dependent on age and number of doses given in previous years.

Vaccination efforts by school and public health officials, immunization providers and parents are key to the success of protecting our children and communities from vaccine preventable diseases.

Revision February 2023

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As an alternative to the required immunizations, the parent/guardian of the student must present:

- a. An annual written statement signed by a licensed physician (MD or DO) stating the physical condition of the child is such that the immunization would seriously endanger the life or health of the child.

- b. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to the required immunizations.
- c. A written statement signed by one parent or guardian that such immunizations are in process of being received and will be completed within 90 days after admission to school. A copy of the completed immunization record will then be presented to the school the student attends.

### **IPAD, Chromebook, Technology District Usage Agreement**

Students may be checked out technology devices to use for school purposes. Students are responsible for the care of the device. Any damage must be reported to the IT department as soon as possible. The cost of repair or replacement of school issued devices, damaged as a result of misuse, or loss, is the responsibility of the student/parent. Additionally, all students must follow USD 358's Acceptable Use Policy (See policy in the appendix) Failure to do so may result in disciplinary actions.

### **Visitors to the School Building**

Parents and other interested persons are encouraged to visit school during the year. This is the parents' school and we want parents to feel welcome and to be involved. However, for the safety and welfare of the students, all visitors must report to the office before going to classrooms, etc. All visitors will be required to wear a visitors' badge while in the building. Only students regularly enrolled in Oxford Schools will be allowed to attend classes. Students from other schools, friends and/or family will not be allowed to visit without prior approval by the principal.

### **Storm and Emergency Dismissal**

Should school need to be canceled due to inclement weather, the decision will be made by 6:30 am. Phone, text and email messages will be sent through the school's student management system. TV stations will announce our decision to close school or dismiss students early. We will have school unless you hear otherwise on the following radio/TV stations: TV KSN- Channel 3, KAKE-Channel 10, KWCH-Channel 12, and USD 358 website and social media sites.

Inclement Weather – 2-hour delay schedule – Begins at 10:00 am; If school is delayed there will be no AM pre-school.

**Continue below to review policies and procedures specific to  
Oxford Elementary  
Oxford Junior Senior High School and  
Oxford Online Virtual School.**



## **Oxford Elementary School**

### **School Times:**

7:55 Warning Bell  
8:00 School Begins  
11:08 Morning Pre-School Dismissal  
12:35 Afternoon Pre-School Begins  
3:32 Dismissal

Students should arrive at school no earlier than 7:35 a.m., if eating school breakfast. If not eating breakfast, students should be here no sooner than 7:45 a.m.

Friday, school will begin at 9:00 a.m. for all Pre-K-6<sup>th</sup> grade students.

AM Pre-k will start at 9am on Fridays, PM Pre-K will come at their regular times -Monday-Friday.

### **Tardies**

When a student arrives at school after 9:45 a.m., he/she will be counted a half day absent. If students receive 5 tardies they will be required to have a parent/guardian conference with the administration.

### **Absentee Policy.-**

Being on time to school is an important factor of the child's academic achievement and maturing process. Therefore, each student is expected to be at school, on time. A student is considered chronically absent when they miss 10 percent or more of school days (16 days) due to absence for any reason—excused, unexcused absences and suspensions, can translate into students having difficulty learning to read by the third-grade, achieving in middle school, and graduating from high school. All chronically absent students are reported to the state yearly.

1. Students have a limit of 5 absences per semester specifically for illness (without doctor's note) or personal reason, with parent notification.
2. After 5 absences, all others will be unexcused, unless the student provides a note from a doctor verifying the need to stay home will be excused.
3. Medical or Professional appointments that cannot be scheduled out of the normal school day - will be excused with a note from the provider.
  1. School-sponsored or approved activities are excused.
  2. Funerals with prior notification from a parent are excused.
  3. An administrative absence may be granted at the discretion of the principal when communication from the parent /guardian is received prior to the absences and according to administration, the absence is allowable unless an emergency exists.
  4. Nurse Request

### ***Other Attendance Information***

- Students who are chronically absent or tardy may be required to attend mandatory tutoring sessions to make up for learning loss.
- The district asks that, as much as possible, extended family vacations be limited and please inform the school and teachers well in advance of the planned absence.
- Examples of unexcused absences or tardies: Oversleeping, missing the bus, stopping to get breakfast, recurrent care issues.

A parent must call the school before 9:00 a.m. on the day the student is absent. If the parent does not call in, the school will attempt to reach the parent by phone at home or at work. If it is impossible to reach the parent, the student **must** bring a note from the parent when he or she returns to school. A student arriving after 9:45 a.m. will be counted as ½ day absent. If an absence is due to a medical appointment, in order for the absence to be excused the office may request a signed and dated slip from the doctor.

Students will have the number of days missed plus one, in which to get make-up work completed. If the work is not in when it is due, it will become an automatic zero. Any test assigned before the student was absent will be made up the day the student returns to school unless there are extraordinary circumstances.

### **Kansas Attendance Law**

The administration at Oxford Elementary School will enforce the Kansas Compulsory Attendance Law (K.S.A 72-3120) which requires students under the age of 18 (age 21 or graduated for special education students) to attend school.

According to K.S.A. 72-3121 Sect. C: The building principal shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Department of Children and Families and students over 13 shall be reported to the county attorney.) A student is truant when the absence is non-verified under any of the following circumstances, whichever occurs first.

1. Three consecutive school days; or
2. Five days in any term/9 weeks; or
3. Seven days in a school year.

Permission to leave school grounds during the school day must be obtained from the office with the written or verbal permission of a parent or guardian. Any student leaving without permission will be truant.

## **Oxford Elementary Expectation Plan**

### **EXPECTATIONS PLAN**

Oxford Elementary School holds the highest of expectations for each person that enters our doors. We expect appropriate behaviors from everyone.

### **PRINCIPLES**

\*Every person deserves to be respected.

\*Every person deserves to be safe, to feel safe, and to be free from danger.

Students attend school to learn academics, behavioral skills, and social skills.

Learning is enhanced by the establishment of academic and behavioral expectations.

## **SCHOOL EXPECTATIONS**

- \*I will follow directions from the adults.
- \*I will keep my hands, feet, mouth, and objects to myself.
- \*I will put people up, not down.
- \*I will be where I am supposed to be at all times.
- \*I will walk in the buildings.
- \*I will use materials and equipment properly.

## **EXAMPLES OF LEVEL 1 EXPECTATIONS –**

**If any of the following expectations are not met, the teacher will document and discuss with the student what expectation was not met.**

- Following directions.
- Walking in the hallway.
- Talking at appropriate times.
- Listening
- Being on time.
- Building one another up.
- Using appropriate language.
- Taking care of my materials and equipment.

## **EXAMPLES OF LEVEL 2 EXPECTATIONS –**

**If any of the following expectations are not met, the teacher will document and discuss with the student what expectation was not met. Parents will be contacted.**

- Classroom work and projects will be completed on time.
- Positive discussions will occur.
- Appropriate language will be used with staff and other students.
- Working out problems with staff or student

## **EXAMPLES OF LEVEL 3 EXPECTATIONS –**

**If any of the following expectations are not met, the student will go directly to the office and the administration will handle the situation. Parent contact will be made by the administration.**

- Treating others with dignity and respect.
- Only touching appropriately.
- Taking care of school property.
- Obedying all school expectations and policies.
- Dressing appropriately.
- Respecting authority.
- Using appropriate language.
- Coming to school every day and being on time.
- Using my actions and words to do no harm.

## **ZERO TOLERANCE**

- Drugs
- Weapons/facsimile of a weapon/dangerous instruction
- Leaving school without permission
- Assault with intent to harm another student.

## **EXPECTATION PROCEDURES**

### **CLASSROOM**

**The breaking of Level 1 and Level 2 Expectations will be handled by the teacher.**

- \*The teacher will follow individual classroom expectations of behavior management.

\*Documentation and data collection are strongly recommended for records and possible Local Case Management referral.

### **SCHOOL ADMINISTRATION**

**The breaking of Level 3 Expectations will be handled by the administration.**

\*Results in a direct office referral.

\*An administrator will contact student's parent.

\*An appropriate consequence will be given to address the behavior.

**\*\*\*In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator will come to the classroom and remove the student.**

#### **Prior to an Office Expectation Referral:**

Parents and students must know teacher expectations and procedures.

Teachers must document unacceptable behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior. A parent contact must be made before an office referral is made.

All Level 3/Safe School Violations warrant an immediate office referral.

### **BEHAVIORAL INCENTIVES**

Each month we will focus on a character education trait determined by teachers. Examples might look like:

September –Respect

October –Responsibility

November –Gratitude

December- Generosity

January –Trustworthiness

February – Perseverance

March –Integrity

April –Forgiveness-

May- Citizenship

### **Personal Property At School**

USD #358 or its employees are not responsible for lost, stolen, or damaged personal property brought to school.

Knives, cell phones, water guns, toy guns, skate boards, roller blades/skates, matches, pagers, etc. will be collected on sight and may be picked up at the end of the school day.

Personal Electronics such as cell phones must stay in student's backpacks and be turned off.

### **Bicycle Guidelines**

Bikes must be walked on the sidewalks when on the school grounds.

Bikes must be parked in the bicycle racks on arrival at school and remain parked until the end of the school day.

### **Library Book Check Out**

No more than **two** books may be checked out at a time. Special arrangements may be made with the Librarian for additional materials. All books must be returned or paid for before students may participate in Special Library Activities or Track and Field Day at the end of the school year.

### **Early School Departure**

If, for any reason, you wish to take your child from school, you should call the office or send a note with your child stating the reason you wish to pick your child up from school. The parent needs to come to the office to check their child out before leaving the school grounds. Schedule pick up time early enough to come to the office and check your child out. Teachers will send students to the office to wait to be picked up, or they will be called to the office when the parent arrives.

#### ***Departure From School***

If there is an emergency change in the after school destination of your child, please inform the office before 2:30 p.m. All plans concerning after school activities should be arranged between the student and parent **before** coming to school.

If your child is to ride home on the bus with a regular bus student, the child needs a note in their hand to give to the bus driver.

If your child is a regular bus student and they are not to ride the bus or are to be left at a different location, the bus driver needs to be informed with a call to the bus driver or have a note in hand when getting on the bus.

### **Telephone Calls And Messages**

The telephone at school is a business phone and should be treated as such. Student calls to home are **strongly discouraged** except in the time of an emergency. Many times parents request the school to deliver messages to students and this is always done. However, parents could help the school tremendously by making all necessary family arrangements **before** the student arrives at school. All plans concerning after school should be arranged by the student before coming to school. Students will be permitted to use the telephone in extreme cases of need. Except in an emergency, students will not be called from class to take a telephone call.

### **Lost And Found**

Students lose personal items. The school maintains a lost and found through the office. Students who find the property of other students should turn it in to the lost and found. Students who have lost articles should inquire about them in the office.

### **Birthday Invitations**

No birthday invitations will be brought to school unless you are inviting all students in the classroom.

### **Lockers**

A locker has been provided to the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students. The lockers are the property of USD #358 and are subject to inspection by authorized school personnel. Students are to keep their locker clean. The school is not responsible for stolen items.

### **Parents Questions, Problems and Concerns**

If a parent has questions about a problem in the classrooms, lunchroom, or on the playground, a solution can be reached more readily if the parent first contacts the appropriate teacher to discuss the problem. If no solution can be reached, the principal should then be contacted.

### ***Pets at School***

Animals that are brought to school must be clean and free of disease and external parasites, such as fleas, ticks and mites. Animals should be wearing a proper collar, harness, and/or leash when on the school campus or in the classroom so they can be easily controlled. Prior to bringing a pet to school permission needs to be granted by the classroom teacher and principal. Current rabies vaccination by a licensed veterinarian needs to accompany the animal.

### ***Animals and Plants in the School***

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the supervising teacher shall immediately report the incident to the administration. The principal shall notify the appropriate persons.

Approved: KASB Recommendation – 6/04; 4/07  
BOE Approved 3-9-09

### **Grade Cards**

Grade cards will be distributed during Parent-Teacher conferences or following the end of the quarter. Parents should examine the card and note the teacher's specific comments if indicated. Additionally, a mid-term progress report will be sent to parents. If the report shows a deficiency, a conference may be requested so every effort can be made to help the student achieve a passing grade. The progress report is an attempt to let parents know how their child is doing in school.

### **Retention Guidelines**

Quarterly grades from the following subjects will be considered in determining promotion to the next grade:

English Language Arts  
Mathematics

The policy of U.S.D. #358 is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellectual, social and emotional development. The best interest of the student will be the guiding philosophy for determining acceleration, or promotion or retention.

In arriving at a decision for either the promotion or retention of a student, the teacher will consider the viewpoints of the special services personnel, principal and parents.

The final decision in any case pertaining to promotion or retention shall rest with the appropriate building principal.

## **Oxford Junior- Senior High School**



### **Academics**

#### ***Classification of Students***

Students are classified according to the total number of credits that they have earned prior to the opening of the fall school term. Students are not re-classified at semester unless approved by administration.

Freshman	less than three credits
Sophomore	three or more, but less than ten credits
Juniors	ten or more, but less than seventeen credits
Seniors	seventeen or more credits

### **Graduation Requirements for Oxford High School**

Total Carnegie credits needed for graduation is twenty-four. Credits must be earned in the following subject matter areas:

English	4
Natural Science	3
Mathematics	3
History/Government	3
Physical Education	1
Fine Arts	1
Personal Financial/CTE	1
Electives	8

- English shall include reading, writing, literature, communication and grammar.
- Mathematics shall include algebraic and geometric concepts (Algebra I, Geometry, Algebra II, and higher-level courses)
- Science shall include physical, biological, and earth/space science concepts.
- History/Government shall include United States history, World history, United States government, concepts of economics and geography, and Kansas history and government.
- Physical education shall include health
- Fine Arts shall include arts, music, and forensics.

#### ***Kansas Board of Regents Qualified Admissions***

If you are a Kansas resident who will graduate from an accredited high school in the spring of 2021 or later the following are the requirements for qualified admission to the following state universities:

Emporia State University, Fort Hays State University, Pittsburg State University, and Wichita State University will require an ACT score of 21+ OR a cumulative 2.25+ GPA.

- Kansas State University will require an ACT score of 21+ OR a cumulative 3.25+ GPA.
- The University of Kansas will require an ACT score of 21+ AND a cumulative 3.25+ GPA or an ACT score of 24+ AND a cumulative 3.0+ GPA. \*\*\*For all institutions, a cumulative 2.0+ GPA is required for any college courses taken while in high school.

### ***Qualified Admissions Recommended Curriculum***

- 4 units of English (speech can count as ½ credit)
- 3 units of social science
- 3 units of approved math
- 3 units of science (one must be chemistry or physics)
- 3 units of approved electives

*\* Information taken from the KBOR website 8.5.2020*

### ***Kansas Scholar's Curriculum***

Students that complete this curriculum and meet the other requirements, may be designated as State Scholars, which makes one eligible to receive the Kansas State Scholarship as provided by the Kansas Legislature. The academic profile of recent scholars includes an average ACT of 30 and an average GPA of 3.91. State Scholars

may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program), based on financial need and the availability of State funds.

Financial need is measured by federal methodology using data submitted on the FAFSA.

4 units of English (not inc. speech, journalism, or debate/forensics)

3 units of science (biology, chemistry, **and** physics)

4 units of math – to include an advance math

2 units of the same foreign language

3 units of social science

See Kansas Board of Regent's Website for more information

*\*Information taken from the KBOR website 6/2017*

### ***NCAA Academic Regulations***

Students planning on participating in athletics at the Division I or Division II level of the NCAA will need to complete sixteen (16) core classes and have a minimum ACT score and minimum GPA. The student-athlete must enroll in the designated classes beginning with their freshman year in high school. Basic requirements are a 2.3 GPA in the following courses (*DIVISION II and NIAA Regulations are slightly different (less rigorous) go to the NCAA website to review them*)

- Four years of English
- Three years of math (Algebra 1 or higher)
- Two years of natural/physical science (including one year of lab science)
- One additional year of English, math or natural/physical science
- Two years of social science
- Four additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
- Complete 10 core courses, including seven in English, math or natural/physical science, before your seventh semester. Once you begin your seventh semester, you may not repeat or replace any of those 10 courses to improve your core-course GPA.
- Earn at least a 2.3 GPA in your core courses.
- Earn an SAT combined score or ACT sum score matching your core-course GPA on the Division I sliding scale, which balances your test score and core-course GPA. If you have a low-test score, you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible.

Only NCAA approved courses count as core courses. An application form must be filled out and sent in by the student at the end of the junior year. See you counselor for more information and for help. For more information go to: **<http://www.ncaa.org/student-athletes/futur>**

**Grade 10-**Register with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org).



**Grade 11**-Check with your counselor to make sure you will graduate on time with the required number of NCAA core courses. -Take the ACT or SAT and submit your scores to the NCAA using code 9999. At the end of the year, ask your counselor to upload your official transcript to the NCAA Eligibility Center.

**Grade 12**-Finish your last NCAA core courses. Take the ACT or SAT again, if necessary, and submit your scores to the NCAA using code 9999. Complete all academic and amateurism questions in your NCAA Eligibility Center account at [eligibilitycenter.org](http://eligibilitycenter.org). After you graduate, ask your counselor to submit your final official transcript with proof of graduation to the NCAA Eligibility Center.

*\*Information taken from the NCAA website 6/2017*

## **College Dual Credit Courses**

Juniors and seniors may take dual credit college courses, if they meet the college's entrance requirements, and are on track to graduate on time. The student must have the approval of the administration / counselor. The cost of the courses and textbooks are at the expense of the student. Financial assistance may be available: consult the school counselor.

## ***College Vocational Technical Training***

USD No. 358 BOE has adopted the policy that members of the junior and senior class may attend classes of the Area Vocational Technical School for credit toward high school graduation. Any member of the junior or senior class that is interested in the program should check with the counselor/principal's office immediately. Students are encouraged to take college classes during their senior year. Dual credit can be earned. To go to a Vo-Tech program in the morning or afternoon, the student must be enrolled in three classes at Oxford, have principal approval, and must maintain a 2.0 GPA. The student must be accepted by the program, may have to provide transportation, and book/tool costs. A student wishing to apply for this program must meet all requirements and deadlines and assumes responsibility for making the program fit into his/her schedule. Students who are enrolled in a vocation education class at a post secondary institution whose tuition fee is paid by USD 358 will reimburse the district the full tuition amount if the student is removed or dropped from the course for academic or disciplinary reasons. *(Some programs, depended on state funding, may be eligible for tuition costs partially or fully paid by USD 358)*

## **Grading Standards**

Grading Standards have been adopted by the school in order establish consistency of grade reporting:

- Grade 'A' = 90% to 100%.
- Grade 'B' = 80% to 89%.
- Grade 'C' = 70% to 79%.
- Grade 'D' = 60% to 69%.
- Grade "F" = Below 60%
- Grade "I" = Incomplete"

## ***Honor Rolls***

Students meeting the following guidelines for a nine-week period will be placed on the Honor Roll:

- |                               |                              |
|-------------------------------|------------------------------|
| ● Superintendent's Honor Roll | 4.0 GPA with all A's         |
| ● Principal's Honor Roll      | 3.6 or better GPA. No D or F |
| ● Counselor's Honor Roll      | 3.0 or better GPA. No D or F |

### ***Progress Reports***

Progress reports will be mailed to parents every three weeks for those parents requesting a mailed copy. It is encouraged that all parents set up a Parent's online account to check grades at any time.

### ***Semester Grade Cards***

Grade cards will be distributed during Parent-Teacher conferences or mailed the week following the end of the semester.

### **Graduation Ceremony Participation**

A student will be granted a diploma as proof of graduation upon completion of all the requirements. No student will be permitted to participate in graduation unless he or she has earned that right by fulfilling all of the requirements for graduation and is in good standing with USD policies. No mid-term graduations are allowed unless Board approved.

### **Valedictorian and Salutatorian**

In order to be eligible for the honor of being named Valedictorian or Salutatorian, a graduating senior must have completed the following courses:

- 4 units of English (not inc. Speech, Journalism, or Debate/Forensics)
- 3 units of science (Biology, Chemistry, **and** Physics)
- 4 units of math – Alg. 1, Alg. II, Geometry and an Advanced Math
- 2 units of the same Foreign Language
- 3 units of Social Science

This is the Kansas Scholar's recommended curriculum. To be eligible for Valedictorian or Salutatorian awards a student must attend Oxford High School during both semesters of the senior year unless prior approval from the BOE.

### **Schedule Changes**

Schedule changes will only be made with permission of both the parents and the administration. Your schedule may possibly be changed after the second day of school. Students are to attend class according to their schedule. If a student wishes to make a class change, they must meet one of the following requirements:

- The teacher and administration believe it is academically in the best interest of the student to change classes.
- A student's schedule must be changed in order to allow the student to meet graduation requirements.
- The student's schedule must be changed to balance class loads of the teachers.
- The student has a medical problem that would affect his performance in class. This would usually be in the case of physical education. Such a claim must be supported by a doctor's statement that includes diagnosis, prognosis, and treatment.

### **Senior Release**

If a senior is on track to graduate and has met all academic requirements in grades 9-11, he/she will be eligible for one hour of senior release; either the first or last period of the day.. If the student fails a core class during his/her senior year and is no longer on course to graduate, the student's senior release will be revoked.

### **Student Aides**

Student Aides will be selected in the following basis:

- Aides shall be a senior
- Aides shall receive teacher and administrator approval

- Aides shall have and maintain a minimum of a 2.75 GPA

### **Visits to College, Technical Schools, Job Shadows**

Seniors are allowed to be gone a maximum of three (3) days for post-secondary visits. Juniors are allowed one (3) days, Sophomores are allowed 2 day. **These must be scheduled through the counselor. The student will be required to provide the school verification of the visit.** Visits must be taken prior to May 1<sup>st</sup>. (Parents are required to call their student in that day)

### ***Announcements-Daily Bulletin***

The daily announcements or bulletin provide a means for administration, staff, and students to communicate with one another. The announcements will be read to the entire student body over the intercom and posted on the student management system.

### **Attendance**

Oxford is committed to the goal of all students attending class everyday when possible. As part of that goal we want our students to develop good habits of attendance in an effort to meet the requirements of graduation and post-secondary success. Students are required to attend all classes each day on time. Because attendance is so important, students will be awarded credit in courses as long as they have not had 10 or more days of unexcused absences (per semester) and are passing the class. To learn more about how absenteeism impacts students go to [www.attendancework.org](http://www.attendancework.org).

The administration at Oxford Jr/Sr High School will enforce the Kansas Compulsory Attendance Law (K.S.A 72-3120) which requires students under the age of 18 (age 21 or graduated for special education students) to attend school.

According to K.S.A. 72-3121 Sect. C: The building principal shall report students who are inexcusably absent from school to the appropriate authority (students 13 and under shall be reported to the local office of Department of Children and Families and students over 13 shall be reported to the county attorney.). A student is truant when the absence is non-verified under any of the following circumstances, whichever occurs first.

1. Three consecutive school days; or
2. Five days in any term/9 weeks; or
3. Seven days in a school year.

Notifications and the official records of attendance are provided through the student management system, currently PowerSchool.

Attendance in the Jr/Sr High school is counted class period by class period.

### ***Excused Absences***

Kansas State Law allows USD 358 to accept the following as valid reasons for an absence:

1. Students have a limit of 5 absences per semester specifically for illness (without doctor's note) or personal reason, with parent notification.
2. After 5 absences, a doctor's note verifying an illness and the need to stay home will be excused, all others will be unexcused.
3. Medical or Professional appointments that cannot be scheduled out of the normal school day - will be excused with a note from the provider.
4. School-sponsored or approved activities are excused
5. Funerals with prior notification from a parent are excused

6. An administrative absence may be granted at the discretion of the principal when the following criteria are met, unless an emergency exists:
  - Communication from the parent/guardian must be received prior to the absence.
  - Other factors include;
    1. Current year attendance
    2. Current year grades
    3. Discipline records
    4. Number of administrative excusals requested.
    5. School Calendar
    6. Nurse requests the student goes home

***Absences not falling in the above excused categories will be unexcused and count toward the 10 absences per semester.***

When a student is absent, his/her parents or guardians shall contact the school by 9:00 am the day of the absence morning. Failure to contact the school will result in a phone call, email or text to the home or place of employment. Letter of notification sent to parents if they were unable to be contacted by phone. Students have **two days** from the time of an absence to clear up unexcused absences. The student's parent or guardian must communicate all absence/s. A student cannot self-excuse his or her absences regardless of age.

The student has **one day** to complete and turn in makeup work for each single day of absence.

- When a student is absent due to a school-sponsored activity, it is the responsibility of the student to get assignments ahead of time.
- If the absence is unexcused or because of being out of school suspended, the student must turn in the homework on the day the student returns to school.

Students participating in extra-curricular activities must be:

- Be In attendance by the beginning of the 4th hour, to attend after school practices or activities.
- Any absence in the day must be excused. Any unexcused absence time results in ineligibility to attend after school practices for events for the day.

### ***Unexcused Absences***

***Absences not falling in the above excused categories will be unexcused and count toward the 10 absences per semester.***

Examples of absences that aren't excused: oversleeping, hair appointments, missing the bus, job interviews, car trouble, and personal, family business. This is not an all-encompassing list. Building administration reserves the authority to determine acceptability of any excuse for any absences.

1. If a student has an unexcused absence for any part of the day, the following consequences will apply:
  - ***One to Three unexcused absences*** –2 hours of after school detention per offense.
  - ***Four plus unexcused absences*** –one- days ISS for each occurrence, a report to the County Attorney will be filed if the Compulsory Attendance Law has been violated (3 unexcused in a row, 5 in a semester, 7 in a year).
    - a. A student will be considered absent if they arrive after 10 minutes of class starting. A student is considered tardy if arriving less than 10 minutes late to a class.

- b. ***On the 6<sup>th</sup> unexcused*** absence from a class period in a semester, the counselor and/ or administration will call a meeting as an intervention to address the issue. The team will be made up of the nurse, counselor, parent, teachers, and administration.
  - c. ***On the 10<sup>th</sup> unexcused absence***, the student will not earn credit in the course. If at the time of the violation the student is failing, the grade will be shown as “F” if the student was passing at the time of the violation the course will be recorded as “No Credit”.
  - d. A student and parent may appeal the loss of credit by writing a letter to the administration asking for a review by the Attendance Council. The council will review the attendance records, ask the student and parent why they should reconsider the situation, and review all other related information. The decision by the council will be considered final.
2. If a student skips a class, the following consequences will apply:
- a. 1 Skip – One day In-School Suspension
  - b. 2 Skip – Two days In-School Suspension
  - c. 3 Skip – Three days In-School Suspension

Students who leave a classroom without teacher permission may be subject to the above disciplinary action or other consequences as designated by the school administration.

Permission to leave school grounds during the school day involves both the permission of the parents and the school administration. First the student must obtain permission from the school administration and the student must sign out from the office before leaving. The student will be considered unexcused if these requirements are not met.

### ***Tardy Policy***

Being prompt to school is not only an important habit to develop, it is also good manners. Tardies cannot be excused. Students will be considered tardy if arriving after the bell has rung but no later than 10 minutes. After 10 minutes the student will be considered absent. A student is tardy if he/she is not in class according to classroom procedure when the class bell rings. A student will not be counted tardy if he/she has a note signed by a teacher, administrator, or office personnel for a reason determined to be justifiably tardy (examples, finishing a test, meeting school staff etc.) Tardy consequences for each class period will be as follows:

- 2<sup>nd</sup> tardy – Ten-minute detention served with the teacher, plus parent contacted
- 3<sup>rd</sup> tardy – Twenty-minute detention served with the teacher, plus parent contacted
- 4<sup>th</sup>-7<sup>th</sup> tardy- 30 minute after school detention per offense.
- 8<sup>th</sup>-10<sup>th</sup> tardy- One-hour detention after school per offense.
- Each tardy after 10 -2 hours of after school detention

## **Eligibility**

**In order for a student to be eligible, the student must fulfill the requirements set forth by KSHSAA and Oxford USD 358, listed below:**

Kansas State High School Activities Association (KSHSAA) requires:

- Students must have passed at least five (5) **new** subjects the previous semester and shall be enrolled in and attending a minimum of five new subjects (those not previously passed), during the present semester.
- If a student does not meet this requirement, they will be ineligible for KSHSAA activities for the entire following semester.

Oxford Jr/Sr High School also has a specific in regards to student eligibility which requires:

- On a nine weeks basis, a **student in grades 6-12 may** not have more than one failing grade preceding **nine weeks** in order to be eligible in any KSHSAA or USD 358 sanctioned activity during the current nine-week school period.
- On a weekly basis, eligibility checks will be conducted during each season. Students who have earned a zero on an assignment and/or are failing any courses at the time of an eligibility check will be deemed ineligible for the next week.
- Athletes who are ineligible three times in one season will be dismissed from the activity for the duration of the season.
- (BOE approved 7.12.21)

A student who is ineligible because of scholastic reasons may practice with his/her team during his/her ineligible period, but may not participate in any KSHSAA or USD 358 sanctioned events during this period of ineligibility and the student may not miss class time for activities.

*(NOTE: High school students dually enrolled in colleges, who have their college hours recorded on their high school transcript, may count five hours of college credit as two subjects of unit weight or three hours of college credit as one subject of unit weight. However, the student must attend at least one class of unit weight at the member base school per semester.)*

### ***Athletic Training Rules***

As per BOE Athletic Training Rules policy.

### ***Concussion Protocol***

Any student displaying concussion symptoms will not be able to participate in activities until the concussion protocol has been completed. See the details in the appendix.

### ***Participation***

All activities will be conducted under the sponsorship of the school. Participants will abide by all school rules and regulations, including dress code, both at home activities and while visiting other schools.

### ***Lettering Policy-Letter Jackets-Patches***

Criteria for lettering is established by each coach and will be explained to students prior to the season. Students are responsible for the cost of patches and the purchase of a letter jacket.

Band	Football	Baseball	Softball
Basketball	Volleyball	Cheerleading	Track
Drama	Cross Country	Vocal Music	

### ***Ejection Policy***

If a player is ejected from a KSHSAA or USD #358 sanctioned activity, the player will be

excluded from the next activity at the highest level the player participates.

For example, a player that participates in varsity contests will be excluded from participation in a junior varsity and varsity contests until excluded from the next varsity contest. A player ejected from a game who participates in junior varsity contests will be excluded from participating in junior varsity contests.

### **Transportation to Out-of -Town School Activities**

The school will provide transportation to most school functions or activities away from Oxford. Students are to return to Oxford by the same means that they go to an activity. Exceptions can be made if the parent receives prior approval of the sponsor, and if the parent provides the sponsor with written permission for the student to go home with them, the parent (s).

### **Automobile Parking and Regulations**

When cars are driven to school, they should come directly to the school grounds and remain there during the school day, unless special permission is obtained from the office. **This includes the lunch hour.** *The area north of the building in the far east section of the back parking lot is designated for staff parking only, with the exception of the handicapped parking area.* - Students parking in the back parking lot must be west of the light poles to ensure that emergency vehicles can enter/exit the parking lot. Cars are to be parked in the student parking lot in an orderly fashion. The practice of unloading students and leaving the school grounds in a vehicle prior to school is not permitted. (Remove) Students are not to sit in, loiter around, or **leave in their cars without permission from a parent and administrator** during the school day, including lunchtime. Administration may reserve the right to suspend parking privileges on school property.

When exiting the north parking lot, students are to go west on Elm Street or north on Michigan Street.

### **Backpacks, Bags, Purses**

Students are to keep backpacks, bags, and large purses in their assigned lockers during the day. Small string bags, pencil bags, fanny pack type bags/slings, small purses, etc. are allowed to be carried during the day.

### **Cell Phones**

Grades 7 and 8 may not have cell phones out at all during the school day. For grades 9-12- Cell phone use is NOT ALLOWED during class time. Cell phones may be used during passing periods or during lunch. Cell phones are not to be used in the restrooms or locker rooms. Unauthorized use of cell phones will result in confiscation of the device. Confiscated phones will be returned at the end of the school day. After three instances of cell phone misuse, students will turn the phone in to the office prior to the school day for the remainder of the quarter. The phone will be returned at the end of each school day.

## **Detentions After School**

After school detentions may be assigned for behavior or attendance issues. **Detentions will be served daily from 3:40 pm – 4:40 pm.**

**Assigned detentions take precedence over all other school activities; i.e., athletic practices, activity events, athletic contests, student job, etc.**

Refusal to serve detention time may result in one day of Out-of-School Suspension (OSS).

Rules for After School Detention:

1. After school detention begins at exactly 3:40 pm.
2. No food or drink, sleeping, talking or visiting. No cell phones, laptops, iPods, MP3s, earphones, or playing games. If this happens, the student will be directed to leave and no time will be credited.
3. The student cannot leave early for any reason. The entire time must be served or no time will be credited.
4. Students will not be admitted to detention without sufficient reading material to cover the assigned time. No exceptions.
5. Students will not be given passes to lockers or restrooms.
6. In select situations the student may be given the opportunity to serve up to one hour of detention time by performing specific work around the school and school building.
7. A teacher office referral, for a student not complying with a teacher detention request (with 24 hour notice), will result in an office detention.
8. If a student does not attend an office detention, it will result in additional detentions, In School Suspension, or Out-of-School Suspension.

## **Discipline Infractions/Consequences for Major Misconduct**

The following behaviors will be referred to building administration for investigation and action. Action by administration may result in a conference with the student, parent contact, detention after school, one to five days of ISS, one to five days of OSS, Long Term OSS, Expulsion, and/or police contact. The following list includes, but is not limited to:

1. Willful violation of any published, adopted student conduct regulation;
2. Conduct which substantially disrupts, impedes, or interferes with school operation;
3. Conduct which endangers the safety or substantially impinges on or invades the rights of others;
4. Conduct which constitutes the commission of a felony;
5. Conduct which constitutes the commission of a misdemeanor;
6. Disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
7. Possession of a weapon at school, on school property or at a school sponsored event.

*\*Administrative discretion applies to all of the above.*

## **Dress Code**

The school recognizes that the wearing of apparel is the primary responsibility of the parent. However, the school board feels that appearance and dress of any individual or group greatly influences attitudes and behavior. The school will insist on modesty and neatness. Type of dress can help create the needed atmosphere of seriousness. The following guidelines are to be observed:

- All students must wear shoes when attending regular academic classes, except in certain gymnastics, plays, games, etc.
- Headdresses such as hats, bandannas, scarves, or hoods are not to be worn in the school building by either girls or boys.
- Shorts and skirts must be mid-thigh in length
- Shoulders must be covered.
- Leggings may be worn under shorts, tops or dresses that are mid-thigh in length. Fishnet,



sheer, or lace leggings are not permissible.

- Undergarments may not be exposed at any time.
- Appearance or clothing that detracts from the education process will not be acceptable; i.e., ill-fitting or unclean clothing, etc.
- Examples of imprinted clothing that is unacceptable include, but are not limited to: alcohol-tobacco logos, offensive or profane language, sexual innuendos, satanic-gang-drug messages or logos, and other inappropriate pictures or drawings.
- Also, not acceptable are:
  1. shirts that do not cover to the waist or the beltline,
  2. wide mesh shirts, unless worn with another shirt under them,
  3. sunglasses worn in the building
  4. low cut, revealing tops,
  5. outer clothing which resembles loungewear, pajamas, or underwear.
  6. ripped clothing with large tears or holes.
  7. pants worn below the waist (sagging)
  8. tank tops with open armpit cutouts, unless worn with another shirt ~~tube tops~~.
  9. It is not permissible for underwear (including sports bras) to be showing at any time including athletic practices or games, extracurricular activities or at any away trip.

NOTE: Administration discretion applies to all of the above.

- Parents will be contacted if a student's clothing becomes a repeated concern. An administrator will direct one of the following:
    - (1) tell the student not wear it again,
    - (2) direct the student to change clothing immediately,
    - (3) send the student home to change, or
    - (4) assign detention time or ISS time, or
    - (5) suspend the student out of school.
- Items may be confiscated and either returned at the end of the school year, or picked up by the parent at school.

## **Fighting**

Fighting will not be tolerated at school, on school property, or at school activities, at home or at an away game. A fight may involve, but is not limited to the following actions: striking or trying to strike with a closed fist, kicking another, using some object to do damage, or some other physical action that intends to do serious harm. In such incidents the police will be notified. The offenders will be subject to disciplinary action by the school.

## ***Laser Pens***

Laser pens are not allowed. Laser pens present a potential danger to others. They will be confiscated and returned to the parent. Discipline consequences may be levied, dependent on the circumstances

## **Personal Electronic Devices**

Personal devices may be used outside of class time or at the discretion of the teacher or administration. When using a personal device, students must comply with policies and regulations that govern the use of devices on school grounds, in district vehicles and during any activity or trip (see acceptable use technology policy). Personal laptops are not permissible except with administrative approval. When students are at school, classroom assignments must be completed on the school issued device. Students are welcome to complete homework on their own devices when at home.

Misuse of any digital device, whether personal or school issued may result in the loss of privileges and/or result in other disciplinary action. Digital devices may be confiscated if

students violate policies and regulations that govern the use of personal or school issued electronic devices. If a personal electronic device is confiscated, it may be returned at the end of the school day.

### **Plagiarism**

Defined as the intentional or unintentional presentation of another person's ideas or working as one's own. Both of the following circumstances are acts of plagiarism: failing to acknowledge the source of an idea, fact, or phrase which clearly comes from an identifiable source rather than from common knowledge or common phraseology; and failing to enclose in quotation marks the statements, phrases or distinctive terms of a printed source, whether or not the source is acknowledged. Papers and/or assignments taken from internet sources and claimed as the student's is against the district acceptable use policy.

Consequences: Obvious cases of plagiarism will result in a grade of '0'.

Inappropriate use of the internet may result in loss of access privileges until a conference with parents/guardians can be held. If, in the teacher's judgment the plagiarism was entirely accidental or unconscious, the student may be given the opportunity to revise or rewrite the assignment.

### **Public Display of Affection**

Displays of affection in a physical way are not appropriate in a school or business setting.

Inappropriate displays of affection include: kissing, embracing, arms around waist or shoulders, hands on buttocks, legs, or hips. If necessary, consequences will be levied.

### **Dances**

Students will not be permitted to leave the building during dances or any other school function and then return later, unless the administrator or administrator designee grants specific prior approval.

### **Out of School Guests**

Non-Oxford High School guests must be pre-approved by administration. If the student brings an out of school guest, the Oxford student is responsible for the guest's behavior. Senior High aged students cannot attend a Junior High dance. Junior High students cannot attend a Senior High dance.

### **Prom**

1. Only junior and senior students in good standing with school policies are invited to the Junior-Senior Prom.
2. Outside dates of high school age or older may be invited to the banquet and dance. A \$20.00 guest fee will be paid to the junior class in order to cover the expenses of the dance, meal, memorabilia, etc.
3. The junior class will pay the expenses for Oxford High School juniors and seniors.
4. Invitations will be sent to:
  - Oxford High School juniors and seniors
  - High School faculty and administrators -including spouses.
  - Superintendent and BOE members; including spouses.
  - BOE secretaries, high school secretaries and custodians, and school nurse -including spouses.
5. The junior class will vote on the location of the prom and will forward this recommendation to the principal for final approval.
6. Usually four sophomore girls and four sophomore boys will be selected by the junior class to serve as servers at the prom activities. The cost and selection of special clothing for this activity will be the responsibility of the said students and/or their parents/guardians.

### **Junior Class Sales and Prom**

The junior class sponsors have the responsibility of organizing sales, prom, and class meetings. The sponsors must be present at all such activities and must ensure that meetings, etc. are conducted in an appropriate and businesslike manner. Students and parents will be notified at the beginning of the school year about rules and responsibilities for the junior year.

#### **Sales:**

1. The sales drive will start about the second week of school.
2. A representative of the company will make a presentation to the class in regards to taking orders, collecting money, figuring sales tax, and prizes to students based on the number of items that are sold by the individual student.

The class sponsors will decide on a fee to be charged to a junior student who does not sell his/her quota of subscriptions. If the student does not pay the assessed fee, the student will not be invited to participate in the Prom during his/her junior or senior year.

### **After Prom**

After Prom is a school sponsored event and all applicable student handbook and board policies are in force for participating students and adult sponsors.

### **Fundraising**

In order not to saturate the public with too many or duplicate activities, all groups must have their fundraising approved by building administration/AD.

### **Lockers**

A locker will be provided to each student. The lockers are the property of USD #358, not of the student. The locker is subject to inspection by authorized school personnel at any time. Students are expected to keep the inside and outside their locker clean, free of stickers, paint, pictures, pencil marks, etc. The school is not responsible for stolen items. Any damage to the locker will be the responsibility of the student occupying the locker. Payment for repair will be required.

### **Lost and Found – Valuables at School**

Any items that are found should be brought to the administrative office and given to the secretary or administrator. Students who lose items should check in the office as immediately as possible. If a student believes that some item has been stolen, the student needs to immediately report such to an administrator. The likelihood of finding a stolen item is greatly reduced if the report is made to an administrator on the day following the theft.

### ***Media Center-Library***

The Media Center is under the supervision of the library personnel. There is a substantial selection of paperback and hardback books including fiction, non-fiction, reference materials, videos, periodicals, and newspapers.

#### **General Rules for the Media Center**

1. Books will be checked on for a period of two weeks. They may be rechecked out for a period of two weeks.
2. Reference material will have limited circulation. Reference materials are due before school the following day.
3. The cost of lost or damaged materials must pay the cost of replacement
4. Magazines may be checked out with library personnel approval. They are to be used at school ONLY.
5. The Media Center will be available to students from 8:00 am until 3:30 pm.

### **Miss Oxford and Geuda Springs Requirements**

Any Oxford High School senior living within the USD 358 District boundaries and in good standing, shall be eligible for the Miss Oxford title. The student body shall select Miss Oxford through a secret ballot provided by the Senior Sponsor. Miss Oxford must maintain a passing average and abide by all attendance and discipline policies as outlined in the student handbook. If Miss Oxford, at any point during her reign fails to remain in good standing, she will relinquish her crown to the runner up. Miss Geuda Springs will be selected as determined by the City Officials of Geuda Springs.

### **Passes – Hall and Building**

Any student moving through the halls during class periods must have permission from the instructor of the class or room to which he/she is assigned. In order for a student to go to another instructor, the instructor has to request the student be sent to his/her room by issuing a pass prior to that time.

### **Posters**

Posters, drawings or other material must be approved and stamped by the office before posting in the school. All unauthorized postings will be removed immediately and will become the property of the school.

### **Purchases**

When it is necessary to make a purchase for a school organization, the student must first have the approval of the sponsor. Any person purchasing said item without a pre-approved purchase order and/or charging it to a class or organization will be liable for the purchase.

### **School Hours**

Classes will begin at 8:00 am and will be dismissed at 3:32 pm. Special permission will be required from the building administration for use of the school buildings outside of these hours. A student is not to be in the building outside the regular school hours unless directly related to an activity that is taking place in the building.

School personnel will monitor all activities in the gym area, including weight room, band room, auditorium, etc. Everyone must have on gym shoes before getting on the basketball court.

### **Senior Trip**

The senior class shall request permission from the Board of Education to take a senior trip. An information sheet must accompany any request. The request must be made December Regular Board Meeting. The proposed trip itinerary, destination, activities, expenditures, sponsors, and schedule shall be presented to the board for their consideration. The senior trip shall not exceed 350 miles from Oxford and may not be gone for more than two nights and two days (For example leave on Friday, return travel Sunday) and the senior sponsor may provide the class with a choice of three locations for the trip. The trip will not be allowed any time after graduation. The Oxford Board of Education has the final approval for the trip. Licensed school employees and class sponsors must accompany students.

The senior trip is funded through profits earned in the school concession stand. Seniors must work a minimum of 50 hours in the concession stand. Seniors may have a parent/legal guardian work no more than 10 of the 50 required hours. Only one senior's parent at a time may work any scheduled event. If a senior sponsor is a parent or relative of a senior, they may not work to earn any of the required hours for the senior. Seniors may not babysit or have any friends or relatives around the concession stand while scheduled to work (More procedures are outlined in the Senior Contract). Seniors should have close to 50% of the hours required earned by the beginning of January. Seniors are encouraged to work with each other to share shifts so all seniors have the

opportunity to earn hours on dates they are not involved in activities. The senior sponsors have the authority to evaluate the work list and make adjustments if they see a conflict or individuals monopolizing time slots. If a senior works hours, then decides not to go on the trip, hours cannot be transferred to another senior nor will receive any monetary reimbursement for time worked (The funds earned belong to the senior class and not individuals and are used for more than just the senior trip.). If a senior sign up for a shift and does not show, the number of hours scheduled will be subtracted from the total earned by that student; however, if an unavoidable situation arises, deemed so by the sponsors, and the senior communicates with the sponsors in a reasonable amount of time, the penalty may be waived. Students may not use personal funds to pay for the senior trip.

Only seniors scheduled to graduate in May and are in good standing shall be allowed to participate in the trip. If a student does not have sufficient credits to graduate with his/her class, the student cannot participate in the trip. All school related fees must be paid before students are allowed to go on the trip. A notarized CODE of CONDUCT and medical release must be turned in prior to a senior leaving on the trip.

If a discipline problem occurs on the trip, the student(s) involved may be sent home at student-parent expense, or may attend more days of school following their return from the trip. In the case of serious violations of board or school policy, students may be denied the privilege of participating in graduation ceremonies

### **Senior Wall – Guidelines**

1. Senior class shall meet with sponsors and mutually decide on a class slogan and background for their wall. Beginning discussions on this project should begin no later than January/February.
2. Each student shall have an opportunity to sign his/her name (not a written statement).
3. Sponsors and administration shall approve the final (model) no later than April 1<sup>st</sup>.
4. Classes may choose an unused section of the high school hall. Maximum 25 feet).
5. Wall shall be completed no later than seniors' last day or one (1) school day before graduation – whichever is later.

### **Sports Royalty**

Homecoming will be held during football and basketball seasons. Any senior in good standing with the school is eligible for nomination as a candidate for homecoming royalty. Exception is he/she cannot have been selected as King/Queen in a prior Homecoming. Nominations will be made by the student body. The top three female and male candidates will become finalists. The student body has the final vote for King and Queen.

### **Telephone**

Students are not to use classroom or office phones without permission. The phone is not for a student's personal calls and local calls only.

### **Vending Machines**

No food or candy will be permitted in the classrooms without teacher permission.

By state and federal regulations, vending machines that dispense pop and candy cannot be in the lunchroom area and be "on" during the lunch period. Hence, during lunch at Oxford Jr/Sr High School the vending machines must be turned off and cannot be used by students until lunch period is over.

## **Oxford 358 Online Virtual School**

All Kansas students grades k-12 are eligible to apply for admission in Oxford 358 Online. Courses will be delivered via the Internet and will be supervised by an online facilitator. **It is essential that the parent/guardian understands that when they enroll a student in the school, they agree to participate in the program as designed.**

Because the courses are delivered via the Internet, they can be accessed anywhere, anytime, 24-7 provided there is a quality wifi connection. Students can take classes outside the walls of the traditional school setting. However, because students enroll in USD 358, they also have a unique opportunity to participate in activities at school as well, if they so choose. Extracurricular courses, clubs, and activities are open to students who meet academic and residential requirements.

The goal of Oxford 358 Online is to help each student achieve their academic and personal goals while building partnerships with families and communities.

This Online Student Handbook will provide information on enrollment and operating procedures of Oxford 358 Online.

### **Staff Directory**

**Dr. Cathi Wilson- Principal**  
[cathiwilson@usd358.com](mailto:cathiwilson@usd358.com)

**Hilary Catlin- Jr/Sr High School**  
[hilarycatlin@usd358.com](mailto:hilarycatlin@usd358.com)

**Ashley Bugbee- Asst. Principal**  
[ashleybugbee@usd358.com](mailto:ashleybugbee@usd358.com)

**Tammy Wagner- Jr/Sr High School**  
[tammywagner@usd358.com](mailto:tammywagner@usd358.com)

**Technology-**  
[helpdesk@usd358.com](mailto:helpdesk@usd358.com)

**Julie Carey- Elementary**  
[juliecarey@usd358.com](mailto:juliecarey@usd358.com)

**Jr/Sr High Counselor- Sherry White**  
[sherrywhite@usd358.com](mailto:sherrywhite@usd358.com)

**Elementary Counselor- Molly McCoy**  
[mollymccoy@usd358.com](mailto:mollymccoy@usd358.com)

### **Who Can Apply for Admission**

Oxford 358 Online may accept any student, grades K-12, who has successfully completed the application process and pre-enrollment conference.

Kansas residents who enroll students in Oxford 358 Online agree to provide Academic Attendance Logs verifying the dates and times their students work online and offline in order to meet the Kansas Virtual Education Attendance Guidelines. This is further explained in the Eligibility Requirements section of this handbook.

## **How to Apply for Admission**

- Step 1: Each student seeking to enroll in Oxford 358 Online must complete an online enrollment form which can be found on our district website (usd358.com). Forms are submitted electronically. Once information has been reviewed, families are contacted by the online coordinator.
- Step 2: When enrollment forms have been completed Oxford 358 Online staff and the district personnel will gather the following information: copy of student's grade records or transcript, whichever is applicable, completed transcript analysis, and a summary of attendance problems, disciplinary actions, pertinent health issues, IEP accommodations and any other data necessary for admittance to the program.
- Step 3: A pre-enrollment conference will be coordinated including the student, parent/guardian and an Oxford 358 Online staff member. The purpose of this meeting is to make sure all parties understand and agree to the expectations of the student and parent(s)/guardian(s) as outlined in our online handbook.
- Step 4: When all necessary materials are returned to school, the student will be enrolled in their courses.
- Step 5: Students and parents will attend an orientation meeting(s) at the beginning of the school year.

Each year students will need to resubmit an application for enrollment. Previous enrollment does not guarantee enrollment in the next school year, should a waiting process be initiated.

## **Admission Criteria**

This Oxford Online Virtual program is not for every student and/or family. This educational option is a program that offers a lot of flexibility but also requires a lot of time management and self or teaching coach regulation. During the enrollment conference if personnel feel that this program would not be the best placement for your student, other programs that may be a better choice may be suggested.

Admission Criteria include, but are not limited to:

- Access to quality internet
- Credit completion from other schools
- Attendance and discipline records

## **State Audit**

To determine school funding, audits of mandatory student attendance are conducted in August and September. Failure to fully participate and submit required documentation by designated dates will result in automatic withdrawal from the Oxford Virtual School.

## **Computers for Students**

Each student enrolled in Oxford 358 Online may receive, on loan, a computer from USD 358. Students and parents must attend orientation and sign the district's technology usage policy prior to receiving their device. If a district device is used inappropriately the student could be put onto academic probation. If the offenses continue the student may be removed from the program.

## **Hardware, Software, and Internet Issues**

For questions regarding the computer hardware, contact our technology department via email at: [helpdesk@usd358.com](mailto:helpdesk@usd358.com)

For questions regarding curriculum issues students may message their course facilitators or the coordinator via Edgenuity messaging or email.

Any student/family enrolled in Oxford 358 Online will be responsible for providing adequate Internet service at their expense. Failure to do so may result in dismissal from the program. If problems occur with the Internet contact your Internet service provider to resolve the issues. An active, high-speed Internet connection must be maintained at the expense of the student or responsible party.

## **Communication**

Communication is a key component to the success of a student in an online program. Students and parents should not hesitate to message via Edgenuity, email the course facilitators or call the school at any time with questions, concerns or at the first signs of difficulty or frustration. The best time to contact facilitators will be during the regular school hours of 8:30-3:30. Sending an email or messaging via Edgenuity and email are the preferred methods for contacting course facilitators and virtual school coordinators. If they are unable to be reached, a response to each email or call will be received within 24 hours during normal school days.

***For timely communication it is imperative that the school be notified within five business days of changes any of the following:***

- ***Numbers for home, cell or parent's work,***
- ***Email information for parent or student,***
- ***Mailing or street address, or***
- ***Emergency contacts.***

We ask that families with shared custody ensure that students have access to quality internet, in all households, at all scheduled school times.

Students and their families are encouraged to check email daily during the school week. This will keep families informed on program information and/or issues.

Aside from initial orientation, our online students will attend conferences on the same dates as our campus students. In the Fall and in the Spring, they may attend a face-to-face conference, or may be contacted via phone or video conferencing.

At the time of final exams, high school students will conference with our online course facilitators for proctored exams.



## **Orientation**

Each student and a parent/guardian are asked to attend orientation sessions. At these sessions all responsibilities of the student, the guardian, the teachers, and the program will be discussed. This meeting will include training in the use of the curriculum software, communication system, and the program requirements. It is critical that the student and the parent or guardian understand and support the expectations of the Oxford 358 Online program staff and monitor their student for compliance in all areas outlined in the Online Student Handbook.

Each student and their responsible adult will be required to sign an Online Learning Agreement, Technology Usage Agreement and a Truancy/Academic Progress Policy document that both have read, understand and will comply with all the expectations and requirements of the Oxford 358 Online program.

## **Eligibility Requirements**

As a requisite to remain a student in good standing, virtual students are to take part in two virtual count days during the fall semester. The student and guardian must comply with requirements to complete two vital forms for the state, one for each day. These forms document time spent on the computer or engaged in other educational activities. The count day time is recorded on Academic Activity logs and is tracked as online or offline activities. Online is the time spent in the curriculum software working on courses. Offline is the time spent in reading books, working out problems on paper, completing a writing assignment or other projects not done on the computer. In addition, Physical Education and Fine Arts logs will be required of students in grades K-8 in order to comply with State curriculum requirements.

***Students/Parents must comply with this requirement to be eligible for educational services through this program. Failure to do so will result in the student being removed from the program.***

## **Daily Schedules**

Students will be able to see the lessons they need to complete each day on their calendar provided by the Edgenuity software curriculum. We highly suggest students adhere to the schedule and complete coursework in an acceptable manner to be successful in the program. To receive credit at the end of the semester 100% of the course work must be completed. A percentage requirement calendar is provided with specific weekly targets at the beginning of each semester.

## **Tutoring Services**

Course teachers are available to tutor students on-campus, at community locations or via phone or zoom. If a student is falling behind or struggling with content tutoring times may be scheduled weekly and may also be prearranged with either the facilitators, or another USD 358 teacher for additional help if the need arises.

If you would like for your student to receive a tutoring session(s) please reach out to the course facilitators in advance to schedule.

## **Counseling Services**

Oxford USD 358 counselor will provide or arrange for counseling services as needed. Please reach out with any questions or concerns.

## **District/State Assessments**

All students enrolled in Oxford 358 Online are required to take any and all district/state assessments at their grade level. Schedules will be provided to families with the dates, times, and locations where the tests will be administered. If special accommodations are needed, please contact the director to make arrangements. A proctor must monitor all district and state assessments.

Students who are not successful in meeting state standards on these assessments will be assigned additional learning opportunities to increase proficiency in needed areas.

## **Monitoring Student Progress**

Student progress will be monitored on a weekly basis by Oxford 358 Online staff. Students are expected to demonstrate progress by:

- Logging into the Edgenuity website daily
- Adequately progressing through the coursework; **Follow the target calendar provided each semester**
- Completing daily online assignments prescribed by the curriculum
- Meeting their learning goals on schedule (completing 50% each quarter/100% each semester)
- Maintaining regular communication with teachers/staff
- Completing proctored course semester and final exams when available
- Participating in all required district/state assessments

## **Online Truancy**

Attendance is a combination of measures that indicate if a student is demonstrating adequate participation (and therefore attendance). This not only includes the actual attendance hours recorded by the Edgenuity program, but also lesson and completion and quality, remain a student in good standing and the amount of communication with the teacher/administration. Therefore, even though a student may be on track via the Edgenuity monitoring system if a student's work is not adequate to pass the course or he or she fails to communicate on a regular basis with the teacher he/she will fall in an alarm status and risk being put on Academic/Truancy Probation. If the student falls within the alarm status a meeting with the student, family, teachers and administrators will be called immediately to develop an Academic/Truancy Probation Plan. This plan will be monitored for the remainder of the year and if at any time the plan is not followed the student may be asked to return to their home district.

In order to be in full attendance:

- Participate in every course each week to maintain a good academic standing.
- Log in and complete and submit course assignments as indicated on each pace chart in accordance with due dates to make adequate progress towards completion.

- Communicate with Oxford Online staff as needed via Edgenuity messages, email, or phone.
- Check email at least once daily and respond to any teacher or staff inquiries within 24 hours.
- Adhere to the Oxford USD 358 school calendar for attendance days; however, students may choose to work on non-instructional days or swap vacation days during a semester as long as they are on pace and passing all courses. Students MUST communicate absences with teachers prior to the absence to ensure that no deadlines are missed.

Steps taken for filing truancy are as follows:

1. After 3 days of student inactivity, the teacher will notify the parent to communicate the concern and expectation that the student will participate in Edgenuity on a daily basis and make academic progress in alignment with the course pace chart. If direct contact is not made, a return email or phone call from the parent is required within 24 hours.
2. After 4 days, if there is not a response from the parent and/or the student does not actively participate in the course, the teacher will again report the student as absent. The student's absence will be escalated to the program administrator, who will call the parent.
3. After 5 days, if there is no response from the parent, and/or the student does not actively participate in the course, the student will be placed on Academic Probation and filed truant with the county of residence.

### **Consequences of Lack of Progress**

Students will be required to make continuous progress in the curriculum. Students not making adequate progress will have tutoring sessions assigned. If a student continues to fall behind and does not take advantage of the help provided, they may be terminated from the program. All efforts will be made toward achieving student success in our program. We encourage parents and students to please communicate problems or concerns with us. If online learning is not working for them, an alternative educational setting may be suggested.

### **The Online School Year**

The school calendar is available on our webpage. The first day of the school year for Oxford 358 Online students will be staggered the first week of school. On these dates, students will receive an on-site orientation, receive their computers, and be instructed in the use of the curriculum program. Students will have minutes online logged as well as time spent on campus working offline on courses (note taking, video conferencing, Google Apps, etc).

The Edgenuity calendar is programmed according to our On-Campus calendar. Inservice and days off of school such as Thanksgiving break are not included as work days in the Edgenuity classroom. However, students can and are encouraged to use these days to catch up or get ahead on curriculum. An extended school year may be available for students if needed. Determining if this is the best option for students will be a decision made by members of the team and the family.

## **Progress Reports/Grade Cards**

Students and parents may see their progress at all times in the curriculum software. Reports can be generated upon request.

## **Grading Scale**

Students work within the standard grading scale.

90-100%	A
80-89%	B
70-79%	C
60-69%	D

## **Curriculum**

Most courses offered at Oxford 358 Online will consist of computer lessons and projects/essays. Computer lessons will be completed using our online Integrated Learning System via Edgenuity curriculum. The system default requires students to achieve an overall unit score of 70% before advancing to the next unit. Customization of attempts, percentages, and forward progress can be set as determined following a conference with facilitators, parents, students, and the Oxford 358 Online Coordinator. ***Students are not allowed to take a final unit test until all course work for that unit has been submitted and approved by their instructor.*** Requirements for projects/essays are explained for each assignment. Written responses are required in lessons, quizzes, and tests. Failure to attempt to answer essay questions will result in the lesson, quiz, or test being reassigned. Not answering is not an option. All work must follow the guidelines or it will not be graded.

Semester and Final exams for high school students will be held in a setting that is proctored by a staff member.

iReady is a supplemental program that will be utilized from kindergarten through 8th grade. Grades in Math and English will be weighted, 80% Edgenuity coursework and 10% iReady. Students are expected to finish 45 minutes of iReady program work per week, per course, and have progressed through two lessons in that time.

## **Course Placement**

Students will be placed in appropriate grade level courses based on placement exams or other information provided by the families and/or school personnel. Students may be working at varying grade levels depending on ability. However, they will be enrolled at their current grade level.

## **Graduation Requirements**

High School students will be required to acquire 24 credits during their high school career; Students will conference with our district counselor to ensure they are on track to receive proper credits for graduation. In addition, students will be coached on the minimum state requirements as compared to the credits required for qualified admissions to a university program of studies.

## **Academic Integrity**

Students will have many opportunities to become actively involved in the learning process. It is important that students are responsible for doing their own work. In the event that a student is found to be involved in academic dishonesty (i.e., cheating, plagiarism, etc.), serious consequences will follow according to the USD 358 policy.

### **Plagiarism**

To plagiarize is to use the ideas or words of another without crediting the source. It is the school's obligation to make students aware that using inappropriate means of completing an assignment is wrong. Students have the obligation to complete their own daily assignments and tests by doing their own work to the best of their ability. Students will receive a warning about plagiarism should it occur and an opportunity to correct their work. If plagiarism continues a zero will be given on the answer plagiarized and the overall assignment score will be dropped 10% (one letter grade).

### **Guarding Against Plagiarism**

Use these steps to prevent your work from including plagiarism.

1. Record bibliographic data for all sources you consult, and include all of them in your final list of works consulted or cited.
2. Take thorough notes, and record sources and page numbers conscientiously.
3. Put notes in your own words, using your own sentence and paragraph structures. Do not borrow any more of the original's word choices or phrasing than you have to. Paraphrasing is required.
4. Use quotations only when the original wording is unusually effective, vivid, or important for some other reason. Designate quotations with quotation marks that you cannot miss.
5. Review your own writing with an ear for word choices, phrases, and sentences that do not "sound like you." Revise with your own style.
6. Review your own writing for content that is neither original nor common knowledge, and document appropriately.
7. When necessary, check all sources again for information to present adequate documentation.
8. When you have done all this, relax and assume that plagiarism is not a problem in your paper.
9. A copy of All Internet sources and a copy of All pages referred to from all other sources **MUST** accompany any assignment requiring references. No paper will be accepted without them. Any non-internet resources must be pre-approved before assignment completion.

*NOTE: The Internet can be a great resource, but many sources posted on the Internet are not reputable. Sites with .EDU, .ORG, or .GOV extensions tend to be more reliable than .COM sites. You should check with an instructor about the acceptability of all Internet sources before you write your paper.*

### **Students with an Individualized Educational Plan**

Students with an IEP enrolled in Oxford 358 Online will follow a plan developed by the IEP team.

### **Student Records**

All credits completed at Oxford 358 Online will be reported at USD 358. The district is responsible for granting the credit and maintaining the student's permanent academic records.

### **Grievance Procedure**

In an effort to provide high quality, on-going customer service, we want to address your concerns and any grievances you may have in a timely manner. Therefore, please use the following procedure to address issues that are serious in nature.

1. Contact the course facilitator to discuss the issue.
2. If you feel the matter has not been resolved, contact the Oxford 358 Online Coordinator with the concerns that you have.
3. If the issue is not resolved, a face-to-face meeting may be scheduled with the Oxford 358 Online Coordinator and Online Facilitator. The district Counselor, Principal, and/or Superintendent may also be involved in the meeting to address the issues and concerns.

### **District Health Requirements**

The school district must file a complete student immunization record as required by state law and, if the student is entering a Kansas school for the first time, a physical assessment completed by either the local health department or a physician. Any student participating in sports will be required to have a current physical on file.

Health records will be checked annually. If families choose not to immunize their children, a form must be signed and on file with the district each year.

Hearing and vision screenings will be conducted on orientation and/or audit days.

### **Extra-Curricular Activities**

To participate in extracurricular activities as a virtual student, you must live in the district and attend on campus at least one class period per day, or transition to a full-time campus student. In addition, you must meet KSHSAA eligibility requirements.

The Junior Class sponsors Prom each year. The class conducts an annual fundraiser to support Prom. Students must participate in the fundraiser, or pay an equivalent fee if they plan to attend Prom.

Seniors on our campus take an annual trip each spring. This is a 2-3 day trip. Virtual students are welcome to take part, but they must meet the same requirements as campus students. Each senior is expected to work in the concession stand in order to raise money for the trip.

Virtual Seniors have an opportunity to participate in their own Senior Day trip. This trip is just for Seniors in our virtual program. Two work nights are required to earn money to attend this function.

### **Dress Code on Campus**

When students attend on campus (for a variety of reasons including tutoring, testing, enrichment, etc), they should follow the same dress code as 358 campus students. This code can be found in the campus handbooks and policies on the USD 358 website.

## **KSHSAA Executive Board Policy Regarding Scholastic Eligibility of Virtual Students**

With respect to KSHSAA Scholarship Requirements Rule 13 and Enrollment Rule 15, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

***The following stipulations will apply:***

- Virtual classes must be taken through a virtual school, fully accredited by the Kansas State Department of Education.
- Students will be eligible at the public school in whose district and attendance area they reside.
- Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
- The student must be currently enrolled and attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.
- Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.
- Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
- All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
- Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.
- Local school districts retain the authority to approve dual enrollment agreements with virtual schools.

**RATIONALE:**

It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school.

**Virtual students will adhere to all District Handbooks and policies. These can all be found on the USD 358 website.**

**OCR VOC/ED GUIDELINES**

**Civil Rights Comprehensive Notification for Oxford, USD 358.**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the USD 358 Oxford, KS. shall not discriminate on the basis of sex, race, religion, color, national origin, or handicap in the education programs or activities which it operates. **Title IX**· It is the intent of Unified School District 358, Oxford Kansas to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

**Section 504** All students attending Unified School District 358, Oxford, Kansas may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, religion, color, national origin, age, handicap, or sex.

### **Complaints on Title IX and Section 504**

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: Title IX: Cathi Wilson, Superintendent, 515 N. Water, Oxford, KS. Phone: 620-455-2227 Section 504 – Amanda Lowrance Director, Special Education Interlocal 619 2612 N. A Street Wellington, KS 67152 Phone: 620-326-8935

### **Equal Opportunity Statement**

USD 358 is an Equal/Educational Opportunity Institution and an Equal Opportunity Educational Institution. USD 358 is in full compliance with the Dept. of Health, Education, and Welfare Regulation under Title VI of the Civil Rights Act of 1964.

### **Non-Discrimination Statement**

The USD 358, Oxford, KS. does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in admission or access to , or treatment of employment in its programs and activities. If you have questions regarding the above, please contact:

Superintendent 515 N. Water  
Oxford, Kansas 67156  
Phone: 620-455-2410  
email: cathiwilson@usd358.com

*In addition to this Online Student Handbook, other district policies may be applicable (see District Student Handbook).*

Tutoring times are scheduled weekly and may also be prearranged with either the facilitators, or another USD 358 teacher for additional help if the need arises.



## **Appendix**

### **Acceptable Use Policy**

#### **Introduction**

Oxford Public Schools USD 358 recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills. To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Oxford Public Schools USD 358 network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Oxford Public Schools USD 358 makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT (Information Technology) staff immediately of any concerns for safety or security.

#### **Technologies Covered**

Oxford Public Schools USD 358 may provide Internet access, IPADS, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Oxford Public Schools USD 358 will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

#### **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

#### **Web Access**

Oxford Public Schools USD 358 provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

#### **Email**

Oxford Public Schools USD 358 may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same

appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social / Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Oxford Public Schools USD 358 may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

Oxford Public Schools USD 358 may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

### **Personally-Owned Devices Policy**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **Downloads**

Users should not download or attempt to download or run .exe or .app programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

### **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

### **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal

safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

Oxford Public Schools USD 358 will not be responsible for damage or harm to persons, files, data, or hardware. While Oxford Public Schools USD 358 employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to

their effectiveness. Oxford Public Schools USD 358 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including:

- Suspension or revocation of network and/or technology privileges
- Notification to parents
- Detention or suspension from school and school-related activities

Legal action and/or prosecution

**Family Educational Rights and Privacy Act (FERPA)**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Unified School District 358. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records except those specifically exempted. Records will be available within 45 days of the day the district receives a request for access.
2. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate or otherwise in violation of your rights. This includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to your records is denied in the first instance.
3. The right to file a complaint with Family Policy and Regulations Office at the U.S. Department of Education if you believe that Unified School District 358 has failed to comply with FERPA's requirements. The address of this office is 400 Maryland Avenue, SW, Washington DC 20202-5901.
4. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with limited exceptions. Disclosure of information from your educational records to other persons will only occur if:
  - We have your prior written consent for disclosure.
  - The information is considered "directory information" and you have not objected to the release of such information; or
  - Disclosure without your prior consent is permitted by law.
  - The district may disclose, without your prior consent, personally identifiable information to school officials with a legitimate educational interest.
  - The district shall disclose, without your consent, education records to officials of another school district in which a student seeks to enroll or intends to enroll.

***Directory Information:***

For purposes of FERPA, Unified School District 358 has designated certain information contained in educational records as directory information. This information may be disclosed for any purpose without your consent. This information can be disclosed without consent because it is the type of information that would not generally be considered harmful or an invasion of privacy if disclosed. The following information is considered directory information: name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, the most recent previous school attended by the student, class designation or grade level, enrollment status (e.g. undergraduate or graduate, full-time or part-time), major field of study and photographs.

***You have a right to refuse to permit the designation*** of any or all of the above information as directory information. **If your refuse, you must file written notification to this effect with Unified School District 358 at PO Box 937 on or before September 30<sup>th</sup> of each school term.** If a refusal is not filed, Unified School District 358 assumes you have no objection to the release of directory information designated.

**Recruiting Information:** Military recruiters and institutions of higher education are entitled under federal law to a list names, addresses, and telephone numbers of high school students unless you object to the release of the information. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request.

## **Computer Crime, Computer Access and Computer Violations**

K.S.A. 21-3755. Computer Crime; criminal computer access.

- a. As used in this section, the following words and phrases shall have the meanings respectively ascribed thereto:
  1. "Access" means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system, or computer network.
  2. "Computer" means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic, or communication and includes all input, output, processing, storage, software or communication facilities which are connected or related to such a device in a system or network.
  3. "Computer Network" means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or two or more interconnected computers.
  4. "Computer Program" means a series of instructions or statements in a form acceptable to a computer that permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.
  5. "Computer software" means computer programs, procedures and associated documentation concerned with the operation of a computer system.
  6. "Computer system" means a set of related computer equipment or devices and computer software which may be connected or unconnected.
  7. "Financial instrument" means any check, draft, money order, CD, letter of credit, bill of exchange, credit card, debit card or marketable security.
  8. "Property" includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation and computer software in either machine or human readable form.
  9. "Services" includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system, or computer network to perform useful work.
  10. "Supporting documentation" includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs or data.
- (b) Computer crime is:
  1. Intentionally and without authorization gaining or attempting to gain access to and damaging modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or other property;
  2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation; or

3. Intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

Computer crime that causes a loss of the value of less than \$500 is a class 'A' non-person misdemeanor. Computer crime that causes a loss of value of at least \$500 but less than \$25,000 is a severity level 9, non-person felony. Computer crime that causes a loss of the value of \$25,000 or more is a severity level 7 non-person felony.

Criminal computer access is intentionally, fraudulently, and without authorization gaining or attempting to gain access to any computer, computer system, computer network or any computer network.

### **Complaint Procedures**

*(See BOE Policies KN, BCBI, GAACA, GAAB, GAAF, IF IKD, JCE, JGEC, JGECA, and KNA)*

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. When a complaint is made, directly to the board as a whole, to a board member as an individual, it will be referred to the administration for study and possible resolution. Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment, or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The superintendent, PO Box 937 Oxford KS, 67119, 620-455-2227 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IV of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided under, are available from the compliance coordinator.

### **Grievance Procedure relative Title IX**

The superintendent of schools is the employee designated to coordinate all efforts to comply with Title IX. The superintendent will determine if the complaint meets the definition of harassment and if the alleged acts occurred in the school's education program or activity. If so then the complaint will assign an investigator to complete an investigation of any complaints for noncompliance. The investigator will notify the parties involved and begin investigation procedures including any informal resolution process. The investigator will provide both parties with documentation on the process. Once the investigation is completed a report will be developed with all evidence. Each party will be sent a draft to inspect and review and have 10 days to submit a written response, which will be considered by the investigator prior to the completion of the investigative report. Will be given to a school appointed decision maker. A formal complaint may be filed in person, by mail, email, or any other means that results in the Superintendent receiving the report. The report must be filed as soon as possible after the conduct occurs but no later than 180 calendar days after the complainant becomes aware of the alleged violation.

The investigation report must be provided to the Decision Maker at least 10 days prior to a time of determination. The Decision Maker will afford each party the opportunity to submit written, relevant questions that the parties want to ask of any party or witness, provide each party with the answers, and follow additional, limited follow-up questions. If determined that harassment occurred, disciplinary procedures are triggered. The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires or a dismissal of a formal complaint.

Requests for appeal shall be made in writing within 20 days after the date of the written determination regarding responsibility. The appeal Decision Maker has 30 days to issue a written decision after the appeal is filed.

The Board of Education will be notified within 5 days of a filed formal complaint.

## **Racial Harassment**

Racial harassment will not be tolerated in the USD 358 school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is racially motivated conduct which:

- Affords an individual different treatment, solely on the basis of race, color, or national origin, in a manner which interferes with or limits the ability of the individual to participate in or benefit from the services, activities or programs of the school and/or district; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic or work environment; or
- Is sufficiently severe, pervasive or persistent to have the purpose or effect of interfering with a student's academic performance or an employee's productivity or the ability of either to participate in or benefit from the services, activities or programs of the school or district.

*Racial harassment shall include, but not be limited to (1) inappropriate racial slurs, (2) racial insults, (3) racial intimidations, (4) employment decisions based on racial issues, and (5) creation of hostile or intimidating working or learning environments based on racial overtones.*

No district employee shall racially harass, be racially harassed, or fail to investigate or refer a complaint of racial harassment for investigation. Complaints of racial harassment by employees will be promptly investigated and resolved. Initiation of a complaint of racial harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee. Complaints initiated by students shall not affect their school status or academic standing. Students who violate this policy will be subject to appropriate disciplinary action up to and including expulsion from the school district. Employees who believe that they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or superintendent.

Students who believe that they have been subject to racial harassment should discuss the situation with their building administrator. If the administrator is the alleged harasser, the student should discuss the matter with the superintendent of schools. If the superintendent is the alleged harasser in any situation, the matter should be discussed with the BOE president. If the BOE as a whole or individual members acting in capacity as a Board Member is the alleged harasser, the matter should be addressed in writing to the Clerk of the Board and the School District attorney for resolution.

Employees and students who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

## **Sexual Harassment-**

SEE BOE POLICY GAAC FOR THE FULL POLICY

Sexual Harassment will not be tolerated in the USD 358 school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, inappropriate sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when: (1) submission to conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile or offensive working or learning environment.

No district employee shall harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee. Complaints initiated by students shall not affect their school status or academic standing. Students who violate the policy will be subject to disciplinary action which may include expulsion from the district.

Employees who believe that they have been subject to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the superintendent.

Students who believe that they have been subject to sexual harassment should discuss this situation with their building administrator. If the administrator is the alleged harasser, the student should discuss the situation with the superintendent of schools. If the superintendent is the alleged harasser in any situation, the matter should be discussed with the Board of Education President.

If the Board of Education as a whole or as individuals are the alleged harassers in the course of their official duties, the matter should be addressed in written form to the Clerk of the Board and School District's attorney for a resolution. Employees and students who do not believe that the matter is appropriately resolved through the meeting process may file a written complaint under the district's complaint procedure. Confidentiality shall be maintained throughout the process.

## **Notice of Nondiscrimination**

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.



Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

Any person having inquiries concerning USD #358's compliance with the regulations implementing Title II, Title VI, Title IX, Section 504, or the Age Discrimination Act is directed to contact the Superintendent of Schools, 515 N Water, Oxford, KS 67119. Telephone No. (620) 455-2410.

***Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504), and Americans with Disabilities Act Amendments Act (ADAA)***

Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act (ADAA) of 2008 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. USD 358 acknowledges its responsibility under Section 504/ADA/ADAA to avoid discrimination in policies and practices regarding its students and personnel.

No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school. Any person having inquiries and/or specific complaints regarding USD 358's compliance with ADA, ADAA, or Section 504 regulations needs to contact the Superintendent of Schools for USD 358 at 515 N Water, Oxford, KS 67119. Telephone (620) 455-2227

**Concussion Protocol**

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION RECOMMENDATIONS  
FOR COMPLIANCE WITH THE KANSAS SCHOOL SPORTS HEAD INJURY  
PREVENTION ACT AND IMPLEMENTATION OF THE NATIONAL FEDERATION  
SPORTS PLAYING RULES RELATED TO CONCUSSIONS

The following language appears in all National Federation sports' rules books:

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as

loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The Kansas Legislature has enacted the School Sports Head Injury Prevention Act (hereinafter the “Kansas Act”) effective July 1, 2011:

New Sec. 17. (a) This section shall be known and may be cited as the school sports head injury prevention act. (b) As used in this section: (1) “School” means any public or accredited private high school, middle school or junior high school. (2) “Health care provider” means a person licensed by the state board of healing arts to practice medicine and surgery.

(c) The state board of education, in cooperation with the Kansas state high school activities association, shall compile information on the nature and risk of concussion and head injury including the dangers and risks associated with the continuation of playing or practicing after a person suffers a concussion or head injury. Such information shall be provided to school districts for distribution to coaches, school athletes and the parents or guardians of school athletes.

(d) A school athlete may not participate in any sport competition or practice session unless such athlete and the athlete’s parent or guardian have signed, and returned to the school, a concussion and head injury information release form. A release form shall be signed and returned each school year that a student athlete participates in sport competitions or practice sessions.

(e) If a school athlete suffers, or is suspected of having suffered, concussion or head injury during a sport competition or practice session, such school athlete immediately shall be removed from the sport competition or practice session.

(f) Any school athlete who has been removed from a sport competition or practice session shall not return to competition or practice until the athlete is evaluated by a health care provider and the health care provider provides such athlete a written clearance to return to play or practice. If the healthcare provider who provides the clearance to return to play or practice is not an employee of the school district, such health care provider shall not be liable for civil damages resulting from any act or omission in the rendering of such care, other than acts or omissions constituting gross negligence or willful or wanton misconduct.

(g) This section shall take effect on and after July 1, 2011.

The KSHSAA offers the following guidelines and recommendations for compliance with the Kansas Act and for implementation of the NFHS playing rule related to concussions:

1. If a student suffers, or is suspected of having suffered a concussion or head injury during a sport competition or practice session, the student: (1) must be immediately removed from the contest or practice and (2) may not again participate in practice or competition until a health care provider has evaluated the student and provided a written clearance for the student to return to practice and competition. The National Federation and the KSHSAA recommend that the student should not be cleared for practice or competition the same day the concussion consistent sign, symptom or behavior was observed.

2. *What are the “signs, symptoms, or behaviors consistent with a concussion”?* The National Federation rule lists some of the signs, symptoms and behaviors consistent with a concussion. The U.S. Department of Human Services, Centers for Disease Control and Prevention has published the following lists of signs, symptoms and behaviors that are consistent with a concussion:

#### SIGNS OBSERVED BY OTHERS SYMPTOMS REPORTED BY ATHLETE

- Appears dazed or stunned
- Headache
- Is confused about assignment
- Nausea
- Forgets plays
- Balance problems or dizziness
- Is unsure of game, score, or opponent
- Double or fuzzy vision
- Moves clumsily
- Sensitivity to light or noise

- Answers questions slowly
- Feeling sluggish
- Loses consciousness
- Feeling foggy or groggy
- Shows behavior or personality changes
- Concentration or memory problems
- Cannot recall events prior to hit
- Confusion
- Cannot recall events after hit

These lists may not be exhaustive

3. What is a “*Health Care Provider*”? The Kansas Sports Head Injury Prevention Act defines a health care provider to be “a person licensed by the state board of healing arts to practice medicine and surgery.” The KSHSAA understands this means a Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO).

4. Return to Play or Practice Clearance Requirements:

- a. The clearance must be in writing and signed by a health care provider.
- b. The National Federation and the KSHSAA recommend the clearance should not be issued on the same day the athlete was removed from play.
- c. The National Federation and the KSHSAA recommend that a student who has been removed from a practice or competition because the student suffered, or was suspected of suffering, a concussion or head injury should complete a **graduated return to play protocol following medical clearance before returning to unrestricted practice or competition**. The National Federation has included the following graduated protocol in its Suggested Guidelines for Management of Concussion in Sports. In most cases, the athlete will progress one step each day. The return to activity program schedule may proceed as below following medical clearance:

Step 1: Light aerobic exercise- 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises.

Step 2: Moderate aerobic exercise- 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.

Step 3: Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.

Step 4: Full contact practice or training.

Step 5: Full game play.

If symptoms of a concussion re-occur, or if concussion signs and/or behaviors are observed at any time during the return to activity program, the athlete must discontinue all activity and be re-evaluated by their health care provider.

This is simply a suggested protocol. The appropriate health care provider who issues the written clearance may wish to establish a different graduated protocol.

5. Parents and students ARE REQUIRED to complete a Concussion & Head Injury Information Release Form and turn it into their school prior to the student participating in any athletic or spirit practice or contest each school year. Schools are required to have such form on file before a student may participate in a practice or competition.

#### KSHSAA RECOMMENDED CONCUSSION & HEAD INJURY INFORMATION RELEASE FORM 2011-2012

All student athletes must sign this form and parent/guardians before the student participates in any athletic or spirit practice or contest each school year.

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a

concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

· Headaches · “Pressure in head” · Nausea or vomiting · Neck pain · Balance problems or dizziness · Blurred, double, or fuzzy vision · Sensitivity to light or noise · Feeling sluggish or slowed down · Feeling foggy or groggy · Drowsiness · Change in sleep patterns · Amnesia · “Don’t feel right” · Fatigue or low energy · Sadness · Nervousness or anxiety · Irritability · More emotional · Confusion · Concentration or memory problems (forgetting game plays) · Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:

· Appears dazed · Vacant facial expression · Confused about assignment · Forgets plays · Is unsure of game, score, or opponent · Moves clumsily or displays incoordination · Answers questions slowly · Slurred speech · Shows behavior or personality changes · Can’t recall events prior to hit · Can’t recall events after hit · Seizures or convulsions · Any change in typical behavior or personality · Loses consciousness

Adapted from the CDC and the 3rd International Conference in Sport

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one (second impact syndrome). This can lead to prolonged recovery, or even to severe brain swelling with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO). Close observation of the athlete should continue for several hours. You should also inform your child’s coach if you think that your child may have a concussion Remember it is better to miss one game than miss the whole season. When in doubt, the athlete sits out!

Return to Practice and Competition

The Kansas School Sports Head Injury Prevention Act provides that if an athlete suffers, or is suspected of having suffered, a concussion or head injury during a competition or practice, the athlete must be immediately removed from the competition or practice and cannot return to practice or competition until a Health Care Professional has evaluated the athlete and provided a written authorization to return to practice and competition. The KSHSAA recommends that an athlete not return to practice or competition the same day the athlete suffers or is suspected of suffering a concussion. The KSHSAA also recommends that an athlete’s return to practice and competition should follow a graduated protocol under the supervision of the health care provider (MD or DO).

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/concussion/HeadsUp/youth.html>

For concussion information and educational resources collected by the KSHSAA, go to:

<http://www.kshsaa.org/Public/General/ConcussionGuidelines.cfm>

